A picture containing text, table, indoor, computer

Description automatically generated

Website

**PROJECT**

**PLAN**



OVERVIEW

Type here

Type here

Type here

Type here

**Objectives**

**Audience**

**Course Title**

**Business Goal**

**DELIVERABLES**

Text



Timelines must be adhered to.

The content of the site may be formed by you in conjunction with another person who may be familiar with the community group you select.

Preparation of content for *a minimum* of a three page web site.

Navigation between the pages of the site.

Site to include *at least* 3 images and 5 links to other resources.

**Web Developer**

**SMEs/Stakeholders**

Text

**Possible Constraints**

**TEAM**

**Subject Matter Experts**

**Project Stakeholders**

**Web Developers**

Name

Email

Role

Name

Email

Role

Name

Email

Role

Name

Email

Role

Name

Email

Role

Name

Email

Role

Name

Email

Role

Name

Email

Role

Name

Email

Role

Content produced is expected to meet the accessibility standards of WCAG 2.0 Level AA, that is, all criteria for Level A plus those in Level AA.

**Content Formats**

Web pages – All web pages are to be in HTML5.

**Text Documents (fixed display)**

PDF format is required. PDF documents should be readable in Adobe Reader 9.0 and above. Embedded fonts will be used.

**Text Documents (Editable)**

Documents will be in DOC formats to be compatible with compatible with Microsoft Office 2007 and later. This format is generally editable in shareware/freeware word processing applications, i.e. Open Suite.

**Presentations**

Presentations are to be the PPT format.

**Web graphics (non-animated) Desktop and Mobile**

***GIF*** GIF is to be used for images comprising flat or solid areas of colour.

***PNG*** PNG to be used for both the bitmap image types described above and has the additional option of a transparent (alpha) channel.

***JPG*** JPEG is to be used for photographs and other images with smooth variations of colour (gradients).

**Audio Formats**

MP3 We will maintain a balance between sound quality and the size of the MP3 file. Where necessary minimising the bit rate and sampling frequency (where possible) may occur to ensure the MP3 file is not unnecessarily large.

**Video Formats**

MPEG4 The H.264 codec has the broadest application and support. Efforts will be made to balance quality with data rate while maintaining clarity and meaning.

**Specifications**

**TIMELINE**

**Web Developers**

**Project Reviewers**

Upload to server by [date]

Promote course by [date]

Send Final output by [date]

Test course by [date]

Submit feedback by [date]

Submit feedback by [date]

Approve by [date]

Submit feedback by [date]

Submit feedback by [date]

Submit feedback by [date]

Test course by [date]

Make final edits by [date]

**Testing/QA**

1st draft by [date]

2nd draft by [date]

1st draft by [date]

1st draft by [date]

2nd draft by [date]

Final draft by [date]

**Delivery**

**Development**

**Prototype**

**Storyboard**

**Success Measures**

Describe how you’ll determine the project’s success.

**IMPACT**

Type any other pertinent information that needs to be communicated here.

**Notes**