Website Migration Checklist

Below is a checklist with approximate timelines to help you plan the migration of your website into the USF CMS.

## Content

* Read sections 1-3 and the addendum of the CMS User Guide. 1 week
* Conduct a website audit of your current website. 1 month
* Categorize content into one of four categories described in the CMS User Guide. 1 month
* Review all content in the “external” category. (This is the content that will migrate to 1 month

the CMS. Forms, internal content, applications and databases do not apply).

* Revise, create and complete your content. 1 month

## Wireframes and Workflow

* Complete wireframe forms for your homepage and top secondary pages 1-3 weeks

(the ones that appear in your top navigation).

* Submit your completed homepage and secondary page wireframe forms to your 1 week

CMS Liaison.

* Make appropriate changes to your wireframes based on your CMS Liaison’s 2 days

recommendations.

* Complete wireframe forms for the remainder of your website. 1 month
* Submit all completed wireframe forms to your CMS Liaison for review. 1-2 weeks
* Make appropriate changes to your wireframes based on your CMS Liaison’s 1 week

recommendations.

* If applicable, provide your CMS Liaison with a list of existing forms, databases 1-2 weeks

and applications that IT needs to review.

* If applicable, provide your CMS Liaison with your Google Analytics ID. 1 day
* Provide your CMS Liaison with your footer information, your content managers’ and 1 day

contributors’ contact information, and your workflow approval process.

* IT will then use your wireframes and contact information to set your unit up in the CMS. 1 week
* Prepare images needed for your site using the CMS standards. 2 days
* If applicable, request “call to action” boxes from your CMS Liaison. 1-2 weeks

## Training

* Review the training manual in section 4 of the CMS User Guide. 2 weeks
* Schedule training with your CMS Liaison. 1-2 weeks
* On approval of wireframes and completion of training, you will receive access. 1 day

## Build Out & Review

* Use the approved wireframes, “call to action” boxes, images, etc. to build out 2 weeks

your website.

* Internally review your website content and adjust appropriately. 2 weeks
* Notify your CMS Liaison of your desired launch date. 1 day
* Submit your website to your CMS Liaison for final review. 2 weeks
* Make appropriate changes to your website. 1 week
* Discuss 301 redirect options with your CMS Liaison. 1 week

## Launch

* **IT launches All CMS websites on Friday mornings beginning at 10:00 a.m.**
* **You are responsible for providing staff to perform your final content review when it is launched. After review, let your liaison know that everything has been approved. Once your approval is received, IT will enable DNS changes and website redirects.**

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