

Website Development Checklist

For all State of Vermont websites in the 2015 Standard CMS template

Before DII can create a new website, the following items need to be provided and/or decided:

1. **Site Map:** The format for the site map is flexible. A flow chart or visual diagram can be used; or a simple nested outline; or a spreadsheet can be used with different columns to represent levels of navigation.
2. **Site Name:** The format for the site name is either: State of Vermont / Agency; Agency / Department; or Agency / Program Name.
3. **Color scheme:** A standard set of color palettes is available to choose from.

OPTIONAL, but if used, must be provided and/or decided when site is created:

4. **Site Branding:** If the site owner has an approved Department-specific logo, it can be included in the header of the website. All branding requests must be authorized by the Chief Marketing Office.
5. **Top Navigation:** The list of terms for the top navigation must be provided at time of initial set up. The total character count of all terms will be limited by the number of terms used.
6. **Mega Menu:** Content for these secondary navigation menus must be provided, as well as the number of columns desired (either 2, 3 or 4). The menu terms will be editable by site administrators after the initial site development. Any changes to the number of columns or top navigation terms will need to be completed by DII (either before launch or after).
7. **Social Media:** URLs will be required for any social media icons desired in the Contact section (lower left). Feeds from Twitter and/or Facebook are also possible (DII will follow up with specific technical info needed). Placement of social feeds needs be approved by the Chief Marketing Office.
8. **Content Tags:** The recommended number of tags is 10-20, depending on the size of the website. Additional tags can be added or edited by site administrators after initial site development.
9. **Document Library Categories:** If library is used, it is recommended that the list of categories is provided. Site administrators can add or edit categories after initial site development.

RECOMMENDED, but not required:

10. **Users and Roles:** To facilitate training, a list of users should be developed, with corresponding roles. The available roles (permissions) are: Site Administrator, Author and Draft Author.
11. **Aggregated Content Types:** Four types of content can be used to create a feed in reverse chronological order: News, Events, Press Releases and/or Blog. If these features are used, it is recommended that use and placement are decided at the time of initial site development.
12. **Home Page Design:** It is highly recommended that the design of the home page is available when the site is created. The Chief Marketing Office is available to help create a mockup based on concepts provided by the site owner, or to make layout suggestions.
13. **Slideshows:** Slideshows can be added later, but it is recommended that slideshows (for either the home page or internal pages) are created at initial site development.
14. **Contact Form:** The form used on the Contact Us page can be created at site development if all desired fields are provided. Site administrators will be able to edit after initial site development.