

## IS&T Website Redesign and Service Catalog Project Sponsor Update – Tue, November 23 – 8:30 a.m.

### Attendees:

Marilyn Smith – Head of IS&T

Barbara Goguen – Sponsor and Associate Director for Customer Support (Not able to attend)

Christine Fitzgerald – Co-Project Manager

Rich Murphy – Co-Project Manager

### Outcomes:

- Validation and buy-in on scope
- Approval of base budget allocation

### DRAFT Agenda:

- IS&T Website and Service Catalog project scope (and get buyin/approval)
- Budget – confirm placeholder amount of \$75-100K
- Beginning info – survey questions/google analytics stats for website and Hermes
- Core team/Steering Committee
  - **Core Team:**
    - Christine Fitzgerald
    - Rich Murphy
    - Alison Bell
    - Barbara Johnson
    - Nancy Gift
    - TBD – PSB Rep
  - **Steering Committee**
    - Jeff Reed (DCAD, IS&T)
    - Monica Lee (PSB)
    - Faculty Rep (3 names – TBD)
    - News Office Rep (note to Nate)
    - AO Rep (asking Pam S. for recommendation)
  - **Design Review Team**
    - Core Team
    - Steering Committee
    - Laura Watts
    - Justin Anderson
    - Stephanie Roberts
- External sites – bring into Drupal or okay to stay outside and use templates
- Clarification – re: site and service catalog and the organization
- Next Steps/Questions:
  - Complete invites to Steering Committee
  - Complete RFP and get out by mid-December
  - RFP responses by 1<sup>st</sup> week in January
  - Consultant on board by January