

CABE COMPASS PROJECT WORKPLAN

Project Title		#2.3 Designing for Success Website: Develop an interactive Designing for Success website to access current and relevant information regarding current research, best practices, demographics, policies, and basic information about English Learners for our diverse stakeholders and clients.			Project Manager		
Designing for Success					Laurie Nesrala		
Timeline		Action Steps	Milestones/Deliverables		Lead	Assessment (Current Status)	Additional Funds
Start	Complete		Milestone (Deliverable)	Target Date			
July 2013 Restarted March 2015	Ongoing updates	2.31 Identify specific information to be researched for the website.	<ul style="list-style-type: none"> • Establish the timeline for committee meetings. • Recruit additional committee members as needed. • Brainstorm the types of information, resources, and research needed. • Decide how many categories • Determine a protocol for vetting information, resources, and research. • Identify key people, experts in the field and survey them 	End of May 2013	Initially Fred Dobbs, then Laurie Nesrala, as of March 9, 2015	<p>Completed 2013</p> <p>Completed Jan 2015</p> <p>Completed March 2015</p> <p>Completed March 2015</p> <p>Completed March 2015</p> <p>Completed April 2015</p>	N/A

<p>July 2013 Restarted March 2015</p>	<p>Ongoing updates</p>	<p>2.3.2 Select information, resources, and research for Phase One of the website.</p>	<ul style="list-style-type: none"> • Gather, organize, and evaluate information, resources, and research using the protocol. • Determine the final selection. 	<p>End of August 2013</p>	<p>Laurie Nesrala (LN)</p>	<p>Completed March 2015</p>	<p>N/A</p>
<p>Restarted March 2015</p>	<p>July 2015</p>	<p>2.3.3 Design the website</p>	<ul style="list-style-type: none"> • Review web design formats via web searches. • Meet with the CABE webmaster to draft the final layout of the design. • Create a form for submitting content • Launch pilot website. • Market the launch of the website 	<p>End of August 2013</p>	<p>LN</p>	<p>First demo draft published Completed April/May 2015</p> <p>June pilot was delayed due to technological set-backs Completed March 2016</p> <p>2nd demo draft Completed March 2015</p>	<p>N/A</p>

Restarted March 2015	Aug 2015	2.3.4 Launch Phase Two of website	<ul style="list-style-type: none"> • Create a feedback form. • Solicit feedback from the field • Determine revisions • Implement revisions and launch Phase Two of the website. 	End of November 2013	LN	Phase 2 <i>Completed and launched At CABE 2016</i>	N/A
Restarted March 2015	Aug 2015	2.3.5 Determine the protocol for ongoing maintenance of the website	<ul style="list-style-type: none"> • Meet with CABE staff to create the protocol. • Determine the timeline for review and updating the site. 	End of August 2015	LN	<p><i>Delayed due to tech issues.</i></p> <p><i>Moved tentatively to mid-October.</i></p> <p>Dec 2015 Will re-evaluate and adjust process based on collaboration with new webmaster. <i>Completed March 16</i></p>	N/A

Summary as of September 2015 Board Meeting:

- Current working title of website: CABE Resource Center
- Laurie was given higher access to site on September 10th, which facilitated further development.
- WordPress consultant reinstalled and reconfigured the theme and resolved most issues, September 15-17.
- Laurie is currently reloading content.
- We are about two months behind on the schedule, but we should have a well-developed and reviewed/revised site before the end of the year, probably by November 1st.
- While it is anticipated that the website will be completely finished within a month or so, this project will be ongoing as additional resources are added.

Summary as of November 2015 Board Meeting:

- Final Title: CAFE Resource Center
- Hired part-time webmaster, Jesse Acosta, who is transitioning from PDS and P2I, while working on website when he can
- Most pages are ready or almost ready for internal review. Some still need videos and photos.
- Video page: Jesse will create a Vimeo account for CAFE to house videos that will play from this video page. Some videos are ready to link, but more still needed.
- Overall, website is almost ready (85-90%) for an internal review by some of CAFE's "strategic friends."
- Additional revisions will be made based on their feedback.
- We should have a launch-able website to debut to public by January 2016.
- Website will continually change based on feedback and review.
- CAFE's new to-be-developed website will integrate with and complement these new webpages.

Summary as of June 2016 Board Meeting:

- The website design and layout is complete as of June 2016!
 - Design adjustments will be made on an on-going basis.
- The website content is complete as of June 2016
 - Additions, deletions and changes to content will be done on an on-going (at least monthly) basis.
- A new home page was created with links to hot news and events, and links to high-traffic sections of the website. This includes the menu of parent pages, as well.
- The "parent page" for each major section of the site was enhanced with:
 - A distinctive image related to the focus of that section
 - Hot news, links, events and downloads.
 - Side menu with links to relevant "child pages" of each "parent" page.
 - Internal cross-links that go back to related specific content within the website itself.
- New "Ask the Expert" section planned for later (possibly this summer), which will allow visitors to the site ask questions that will then be re-directed to an expert (Board members, Staff, partners), who will respond to questions on a monthly rotating basis.
- Translation of Resource Center is complete and translation of the rest of the site into Spanish will be in progress over the summer.