Proposal Write-up

For

Content Management System

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**Introduction**

In Saint Louis University, there are various auxiliary offices. The auxiliary office that was assigned to our group was the Students Affairs Office (SAO). The SAO oversees the implementation of policies that support the academic pursuit as well as the total development of students.

**Plan**

The proposal of the group is to make a general informative website of the SAO. It consist of creating steps for each and every process that the SAO conducts. (clearance, late, shifters/transferee, parent complaints, id) It will also have an announcement section for any statement that is related to SAO.

The purpose of the plan for this website, serves as a guide for everybody so that every time they will have a concern regarding on how to do a process they will just visit the website instead of asking a personnel.

The CMS to be used is **WordPress**. Wordpress is an open-source, powerful, and flexible Content Management System tool in creating websites. We decided to use WordPress in making our project because it’s functionalities can be extended by installing plugins which can help us do what we needed for our SAO website such as, plugins for creating FAQs forum and user management plugins.

**General Content which may be accessed by everyone**:

* Announcements on homepage
* May view all violations of the student
* “About” page concerning the SAO which may include SAO personnel, SAO reputation, and etc.
* Steps in getting clearance, for transferees, for shifters, for people who forget or lost their id, etc.
* Frequently Asked Questions (FAQ)