\*\*GGG Website Rollout – Core Docs\*\*

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### 1. Work Breakdown Structure (WBS)

\*\*Level 1\*\* – GGG Website Rollout

\*\*1.1\*\* Project Planning

\*\*1.2\*\* Department Content Collection

\*\*1.3\*\* Website Development

\*\*1.4\*\* Testing & QA

\*\*1.5\*\* Launch Preparation & Training

\*\*Level 2 Tasks\*\* (sample):

- 1.1.1 Project Charter Finalization

- 1.2.1 Department Interviews

- 1.3.3 Online Sign-Up Integration

- 1.4.2 Accessibility Testing

- 1.5.1 Staff Website Training

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### 2. RACI Chart (Top-Level)

| Task | Responsible | Accountable | Consulted | Informed |

|------------------------------|-------------|-------------|-------------------------------|------------------------|

| Charter Finalization | Jamie | Jamie | Steve | Dept Heads, Dev Team |

| Department Input Gathering | Dept Heads | Jamie | Steve | Dev Team |

| Sitemap & Page Planning | Jamie | Jamie | Steve, Dept Heads, Dev Team | Users |

| Development Phase | Dev Team | Dev Team | Jamie | All |

| Accessibility Testing | Dev Team | Users | Jamie | - |

| Website Launch | Jamie | Jamie | Steve, Dept Heads | Dev Team, Users |

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### 3. Sitemap Overview

\*\*Home\*\*

- Welcome Banner / Mission / Core Links

\*\*Departments\*\*

- Aquatics

- Fitness & Strength Training

- Mindfulness & Wellness

- Self-Defense & Fight Training

- Front Desk & Member Services

- Pro Shop & Snack Bar

\*\*Key Features\*\*

- Class Sign-Ups

- Member & Staff of the Month

- Promotions & Events

- Online Orders

- Trainer Pages / Booking

\*\*Admin & Support\*\*

- Dashboard Login (Staff Only)

- Feedback Form

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### 4. Department Needs Summary

Each department must submit:

- Staff photos and bios

- Services offered

- Schedule availability

- Highlight features or promotions

- Media or photo releases (for events or staff spotlights)