Project Title: BCTC School Counselor Website

Scope: The project will be creating a multi-page website for both the BCTC west school counselor, Christopher Bard, and the BCTC east school counselor, Lindsay Carlson. The purpose is to establish a comprehensive site for students and parents. This initiative is driven by the need to centralize counseling activities and resources. The program languages utilize HTML and CSS. The website will consist of a Homepage, NOCTI/Pre NOCTI page, college/dual certification programs page, and a page showing what school counselors can provide.

Timeline:

**Phase 1. Identify needs**: The initial meeting with the counselor identified customer inputs will include, click a link to get his email or refer a concern for another student, summarize school counseling and counselor resources, a page for articulation agreements for post-secondary education. (Complete)

**Phase 2. Planning:** Create a storyboard for the website and customize how it looks to present to customer for approval. (2 weeks)

**Phase 3. Execution:** Writing the HTML code and implementation of CSS. The execution includes usage of links to get to other pages, tables, interactable pictures, active links, google maps showing where the location is, QR codes to schedule a time to meet with either counselor, and videos showing what counselors can help with. (8 weeks)

**Phase 4. Testing:** The final step will be to make sure that everything on the website is functioning properly and fixing any errors that may exist. (2 weeks)

Conclusion: The finished project should enable the user to successfully select and navigate through the website without error. The benefits of the project will consist of improved student insight, enhanced communication, and increasing awareness of counseling services. The project is projected to be finished by the end of the 3rd quarter.