



STATUS UPDATE | PHONE: 530.228.6346 | EMAIL: BPAK09@FULLSAILEDU

DASHBOARD

TEACHER & PARENT

[STATUS INDICATORS]



COMPLETED



LATE

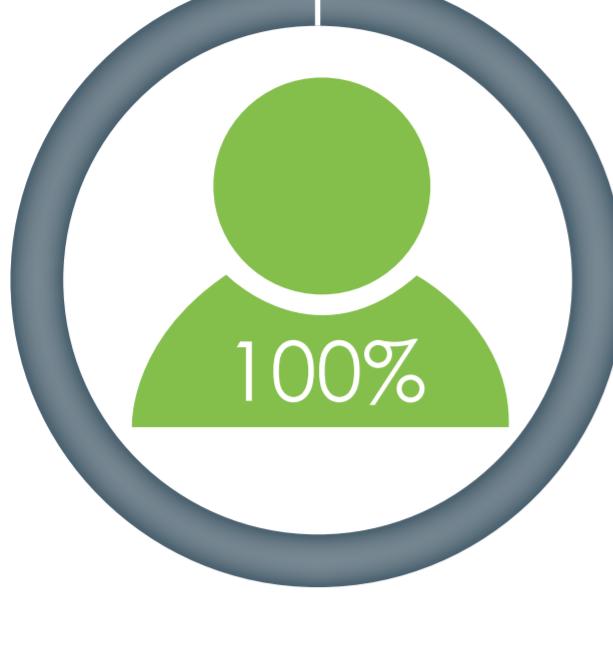


ACTIVE



INACTIVE

WEEK 1



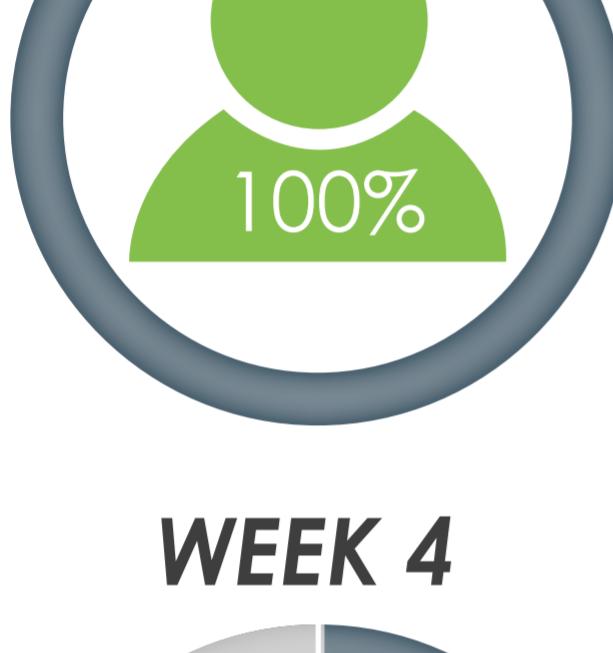
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WEEK 2



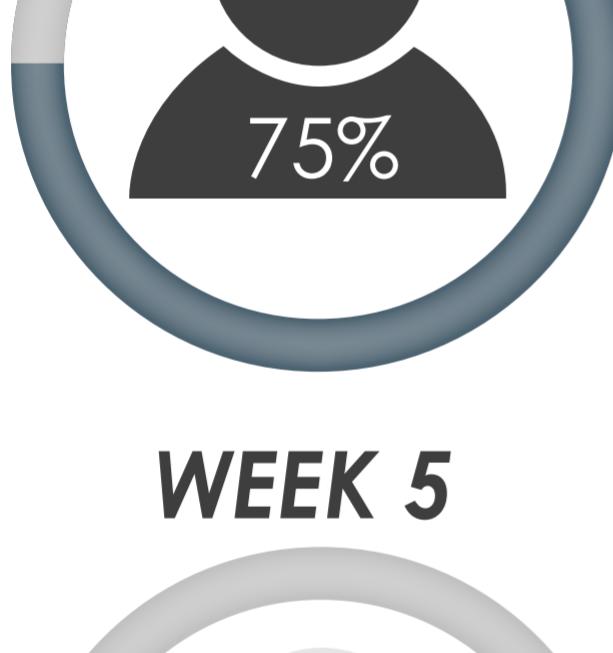
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WEEK 3



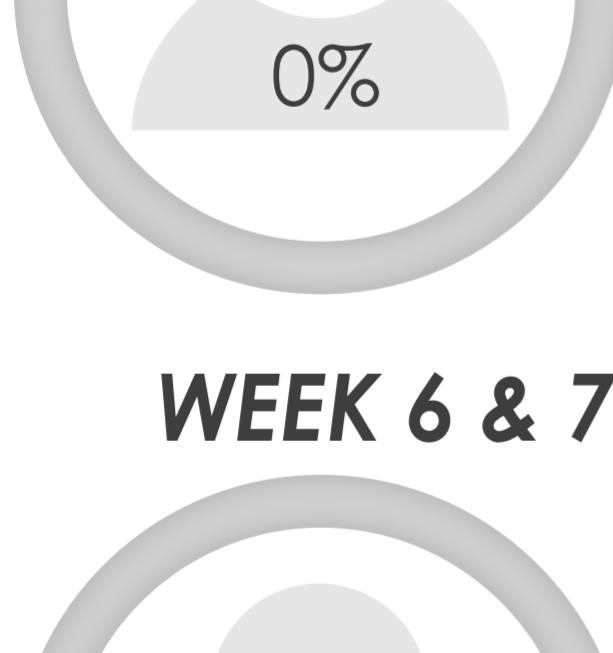
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WEEK 4



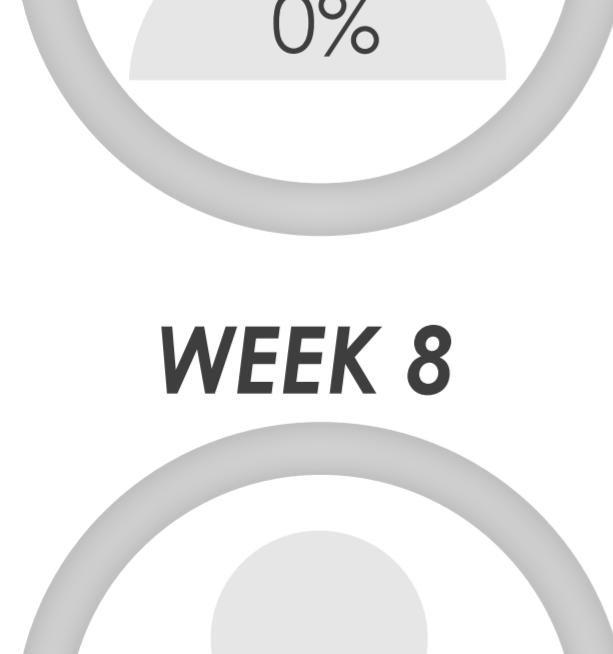
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WEEK 5



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WEEK 6 & 7



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WEEK 8



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OCT. 27TH-30TH

- ▶ Gather information and establish goals
- ▶ Marketing and branding strategy
- ▶ Audience profile
- ▶ Technical needs and functionality
- ▶ Timeline and budget
- ▶ Client Q&A and budget

OCT. 27TH-NOV 6TH

- ▶ Sitemap and flow chart
- ▶ Wireframes
- ▶ Collect content and organize
- ▶ Secure domain
- ▶ Client Q&A and approval
- ▶ Finalize per feedback

NOV. 6TH-13TH

- ▶ Production style guide
- ▶ Design composition
- ▶ Collect images and organize
- ▶ Client Q&A and approval
- ▶ Finalize per feedback

NOV. 13TH-20TH

- ▶ Create staging environment
- ▶ Develop HTML protosite
- ▶ Initial usability testing
- ▶ Client Q&A and approval
- ▶ Finalize per feedback

NOV. 20TH-27TH

- ▶ Assess project and make changes to scope
- ▶ HTML page production
- ▶ Image optimization
- ▶ Usability testing
- ▶ Client Q&A and approval

NOV. 20TH - DEC 4TH

- ▶ File structure and CMS
- ▶ Backend development
- ▶ Usability testing
- ▶ QA testing
- ▶ Debug
- ▶ Client Q&A and approval

DEC. 4TH-19TH

- ▶ Handoff packet
- ▶ Finalize production style guide
- ▶ Annoucements to social media and advertising
- ▶ Post launch meeting
- ▶ Search engine optimization
- ▶ Launch and test
- ▶ Maintenance training



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P. 1

CHANGE REQUEST (CR)

REQUEST NUMBER

PROJECT NAME

TEACHER & PARENT

REQUEST DATE

REQUESTED BY

NAME

PHONE

EMAIL

URGENCY

- EMERGENCY (same business day)
- URGENT (next business day)
- MAINTENANCE (next scheduled update)

TYPE OF CHANGE

DESCRIPTION OF CHANGE

TIMELINE CHANGES

BUDGET CHANGES

TEACHER & PARENT

I _____ agree to the above CR form including budget and timeline changes. Any additional changes will require separate CR forms.

CLIENT SIGNATURE

DATE

WEB MASTER SIGNATURE

DATE



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P.2

USABILITY TESTING PLAN

TEACHER & PARENT

GOAL: The goal of our Usability testing (UA) is to provide feedback on signup, login, and teacher and parent portals. UA will focus on identifying any serious problems before our next phase of production.

Questions to focus on:

- Are the sign-up and login easily accessible? Intuitive?
- Is the sign-up form too long? Too short?
- Are the T&P portals intuitive and easy to navigate?

USER PROFILE: The typical teacher or parent user will be between the ages of 25 and 45 years old. These individuals will be mainstream users who will be using the site for short periods likely from a smart phone or tablet. To qualify, participants should access the web at least once a week, use social media to collaborate and be familiar with smart phones and/or tablets.

METHODOLOGY: UA testing of 5 - 7 individuals will be held at local coffee shop to simulate busy and noisy everyday life. The session will last from 30 minutes to 1 hour. A test monitor will introduce the questionnaire, background on project and have a nondisclosure (NDA) signed.

OUTLINE:

I. INTRODUCTION II. BACKGROUND III. BEGIN TASK LIST IV. POST-TEST SURVEY
V. DEBRIEF

RESULTS: Observations and findings will be summarized and compiled into a recommendations report (RR).

RECOMMENDATION REPORT(RR): This report will include the testing plan, task list, result summary, and findings. All participant notes will be included.

ACCEPTANCE FORM

CONGRATULATIONS!

We're finally ready to begin production with your protosite and even better your **WEBSITE!** This document outlines the timeline and status of your project as well as a change request form and a usability testing plan. If you agree with ALL of the previous documents and you are ready to move forward, please sign the form below.



CLIENT SIGNATURE

DATE

CLIENT NAME (PRINTED)

DATE