Needs Assessment

General

Please describe what it is your company/organisation does:
　　　Robot competitions - aimed towards getting kids interested in science
- FLL (middle school)
- ROV (highschool) underwater

What are the overall goals you intend to reach with this site? (HS ROV or Middle School or both)
- to have a space for general information
- the ability to download forms
- register for a team (ROV only)
- contact proper campus

Please indicate whom your primary audience is expected to be – the kind of users who will most likely use your site on a regular basis:(volunteers, faculty with school, judges? contact form? logins?) Schedule for the day?

　　　FLL - middle school parents, and teachers
　　　ROV - high school students and teachers

What primary action do you wish your primary user to take from the main page? (email, register, browse, login?)
- info about competitions and/or to register as a participant

FLL – parents teachers – no registration

General information about contest.
Download forms – media release form, protection release, volunteers, pdf
Contact information – all campus (breakdown of campuses) – drop down list to pick campus and coordinator.
Timeline of season

ROV – students teachers – registration form on website
General information
Download forms – media release form, protection release, volunteers, pdf
Registration Form – download (excel) if possible or send to Mike in an email and he can input into file.
Teams same for each year.
Timeline of season

Design

How would you describe the style of the site? Use as many keywords as you feel is necessary.
For example: modern, grungy, bright, colourful, dark, retro, minimalist, neutral, corporate, paper-made.
- modern, techy

Do you have any images that can be used on the site?
As Lego is a trademarked brand we have to be careful with copyright issues.
- stock image site FLL allows use of promotion images
- NSCC photographer takes pics of all comps also
- Logo changes every year, based on theme. There is a general FLL logo. No copyright issues.

Is there a color scheme you would like the site to have? (swatches already in use, lego colors?)
- NSCC branded - color scheme, fonts

In addition to the style, what layouts would you like? (top nav, side?)
- home page - splash page type feeling
    - separated in half, click one side for FLL other for ROV ** SEPARATION KEY nothing to do with each other.
- additional pages
    - 1 page scrolling for each separation.
    - only stated with schedule: FLL season have a line with blips for events (possible hover to display more info?)
    - day of event schedule will be a PDF download

What element(s) are needed on every page? (logo, nav, footer?)
- header/sticky header w/ nav, footer

Development

How often will the site require updating?
- annually, competition changes per year

Who will be responsible for making changes to the site?
- Mike Duggan (offered to make a "manual" for when we're gone so he knows how to edit all that needs to change)
- Would only want to change content, not have to move anything around.

Technical Requirements

Where will the site be hosted?
- unsure, checking with Marketing if a piece of the NSCC server can be used/NSCC domain robots-nscc.ca?
- if not, we explained we can look into hosting costs (websavers $7.5/mo, $20 for domain)

Do you require a domain? If so, was there a budget for the domain/hosting services?
- see above

How many pages of content do you expect the site to require?
An estimated figure is sufficient here. Home, About, etc
- generally, home, about, registration(rov), forms, contact,

Will you require different template layouts between pages, or will the layout remain largely the same throughout the site?
Some sites demand maximum flexibility with content placement, or perhaps different landing page layouts to the rest of the site.
- largely the same, home will be more of a splash page, remainder of site will be the same (possible single page site)

What specific features (other than core content display) will the site require?
For example: discussion forum, newsletter subscription, online shop (ecommerce), user registration & accounts, blog, gallery, etc.
- gallery, form downloads

If you wish users to register for competitions on the site where do you want this information to go?
To someone via email, stored in a database?
- download (excel) if possible or send to Mike in an email for manual input into excel
- potential to store in database and display in admin area with sorting options.

Is there a need for separate logins for students and teachers?
Do teachers need access to information that the students do not?
- logins not needed
- potential admin section for Mike?

Will there be any online transactions?
(I doubt this but it's worth asking just incase, registration fees?)
- n/a

Social media integration?
- not needed. All social media handled through NSCC marketing team.

Action Items

- Client will check on hosting with NSCC, budget for hosting if any.
- Client will check with marketing in terms of having his own rouge website apart from the NSCC site.
- Client will be emailing links to FLL promotional images site

Random Links I found to help with questions

http://webdesign.tutsplus.com/articles/carrying-out-successful-research-for-a-web-project--cms-20828

http://wemakewebsites.com/blog/website-specification-template

The following links are re: FLL and Acadia FLL site

http://robots.acadiau.ca/fll-infoqualifiers.html

http://www.usfirst.org/roboticsprograms/fll

http://www.lego.com/en-us/mindstorms/learn-to-program