### **New Beginnings Full Gospel Church**



**Date:** 11/10/2016

**Client:** Tecora Rogers

**Group Members:**

Allen Boguslavsky

Sasha Spektor

Mark Drecoll

Jobelle Gramata

Brendon Gutierrez

**Website Migration Information**

Website URL: <http://nbfgc278.service-cdm.org/>

URL to edit the website: <http://nbfgc278.service-cdm.org/wp-admin/>

User: tecora

Password: newbeginningstemporarypassword

(It is highly recommended that you change your password and delete any unauthorized users to ensure your site is secure.)

When migrating the website, we used the plugin All-in-One WP Migration.

To completely move the website from the current DePaul location to somewhere else, just create a WordPress website at the new web address, download the All-in-One WP Migration plugin. Then on the old website, go to admin/all-in-one wp migration and click export. Save it as a file, and then on the new website go to admin/all-in-one wp migration and click import, and select the file you made as your backup. It will advise you that doing so will delete all information on the site, when you are sure your data is backed up, you are free to click yes to make a complete copy of the website at the new URL location.

You can find more information here, https://wordpress.org/plugins/all-in-one-wp-migration/

**Install Guide**

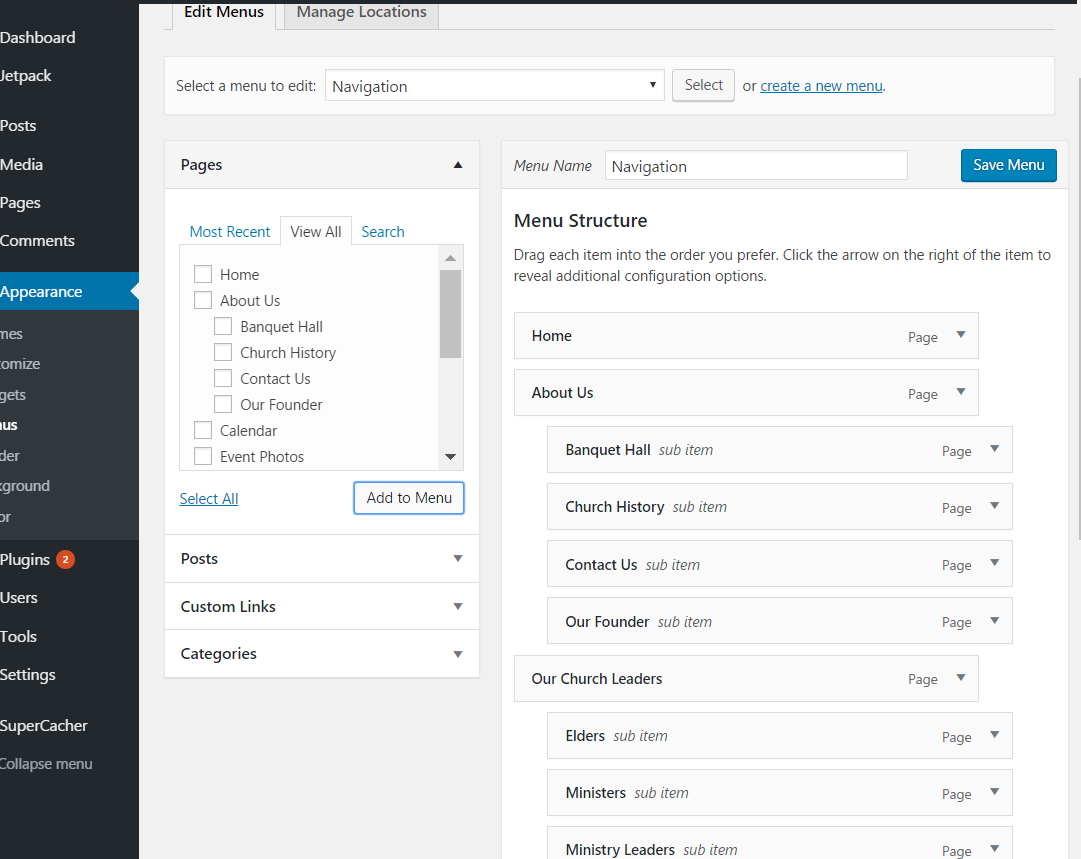
Establish a base WordPress website. (Instructions for this can be found online.)

In the administrator panel, go to add pages. Add the following pages: Home, News, About Us, Our Church Leaders, From the Pastors, Event Photos. Create the pages one by one and hit publish for each. Do not create the calendar page, that will be created later.

While creating the next pages, under page attributes, make the “Parent” their category page. For instance, Our Founder, Church History, Banquet Hall, Contact Us should have the parent page set to “About Us.” Overseers, Elders, Ministers, Ministry Leaders should have the parent page set to “Our Church Leaders.”

Go to Administration > Settings > Reading Panel. Set the front page displays to a static page. Make the front page “Home,” and make the posts page “News.”

Go to Administration > Appearance > Menus. Create a new menu and name is navigation. Select the “Primary Menu” tick box. On the left box that says pages, click view all and add every page except news, test, etc, to the menu. Now in menu structure you should see the pages in a list. You can drag them to rearrange them if you’d like. What you want to do though is drag the subpages (for instance, our founder) move it slightly right and under the about us page. This will make the pages show up as drop down links when the user hovers over the about us page. It should look like the picture below.



Go to Administration > Plugins > Add New. In the search type in “Give.” The top result should be “Give – WordPress Donation Plugin” Select that and click install now, and then click activate when possible. Now you should have donations as an option on the administration panel.

Go to Administration > Donations > Settings > Payment Gateways. Test mode, test payment, and offline donation checkboxes should be checked. Uncheck each of those, and then click the checkbox to turn on PayPal standard. Under PayPal email, type in the email account associated with the PayPal account that will be receiving the donations.

Go to Administration > Donations > Settings > Display Options. Check the boxes for “Disable Form Featured Image,” and “Disable Single Form Sidebar.” This is just to make the donation page look cleaner, feel free to make adjustments as desired.

Go to Administration > Donations > Settings > Emails. Change the “From Email” to whoever oversees the website or donations.

Go to Administration > Plugins > Add New. In the search type in “All in One Event Calendar.” The top result should be the all in one event calendar by “Timely”. Select that and click install now, and then click activate when possible. Now you should have events as an option on the administration panel. This should also create a calendar page with your calendar on it. Go back to the menus and add the new calendar page to your navigation menu.

Go to Administration > Events > Settings > Viewing Events. Go to time zone and select Central time zone (or Chicago if the options are cities.)

Go to Administration > Events > Settings > Adding/Editing Events. Change “Input dates in this format” to United States format. (i.e. month/day/year)

**User Use Manual**

To add events to the calendar, go to Administration > Events > Add New. There are options for the event’s date, location, information, and an area to add text and images pertaining to the event. When you are finished with the event, hit publish. (or update if you are editing an event.)

When you edit an event, if you are trying to select the date/time and how often it recurs, click on event date and time tab on the event details.

For recurring events, such as worship and the word, go to event date and time, you can click no end time to set it to 7PM. Then click repeat and you can select how often to repeat, click weekly, and then click Wednesday. For third Thursday prayer, do the same as with the last one, except make it monthly and click on the day of the week and set it to the third Thursday. For community lunch, make it the third Saturday of each month. For morning worship, it is set to repeat weekly on Sunday, but you can click the exclude box and pick days for it not to say that, for instance on communion Sunday, or Founder’s Day.

**Contact Information**

If you run into issues with the website or have any need to contact the original creators, here are our email addresses.

Mark Drecoll: markdrecoll@gmail.com

Allen Boguslavsky: allenboguslavsky@gmail.com

Jobelle Gramata: wpephsjgramata@gmail.com

Brendon Gutierrez: brendongutierrez@ymail.com

Sasha Spektor: [sashaspektor1@gmail.com](mailto:sashaspektor1@gmail.com)

# PROJECT DELIVERABLES

Needs Analysis Document

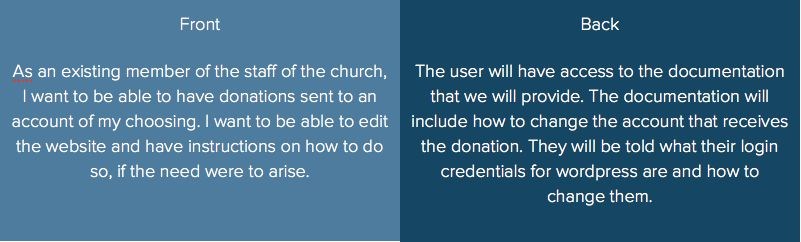
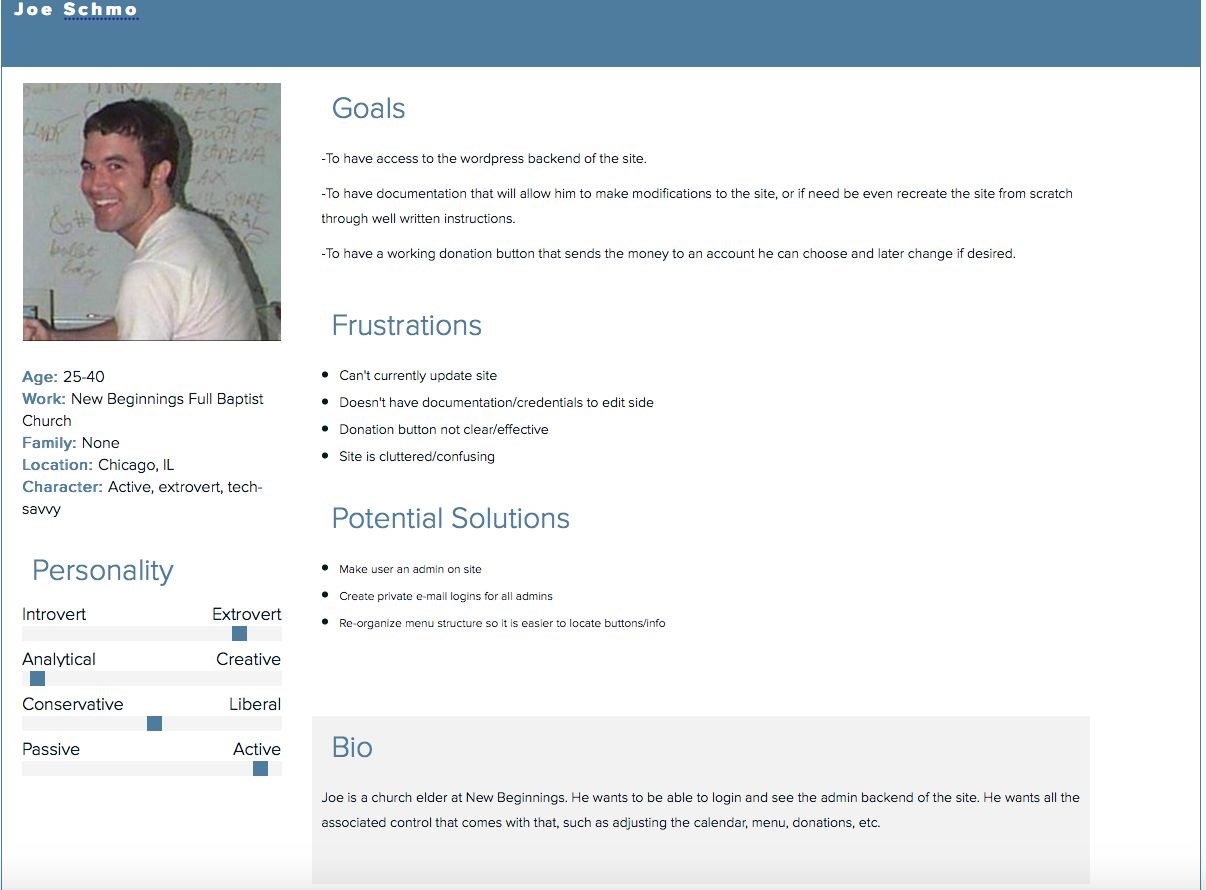
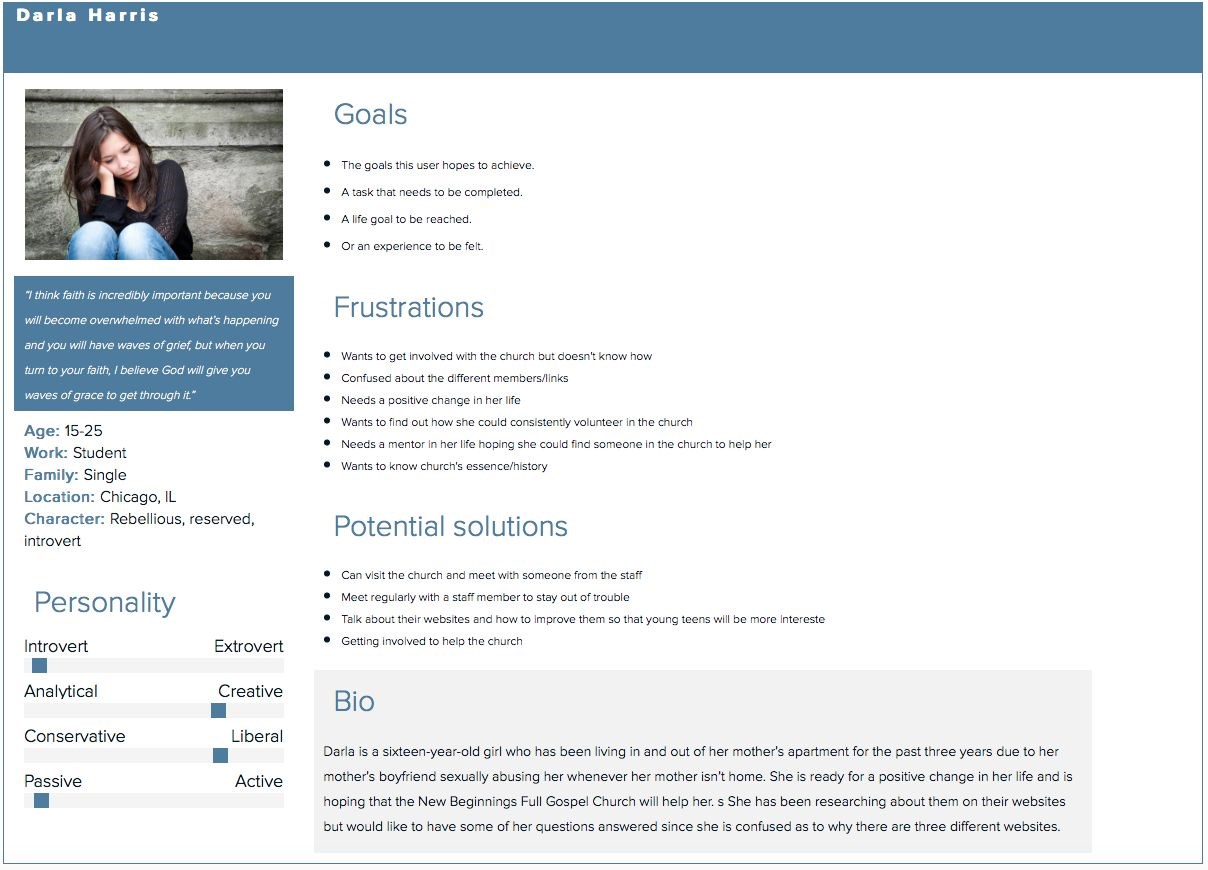
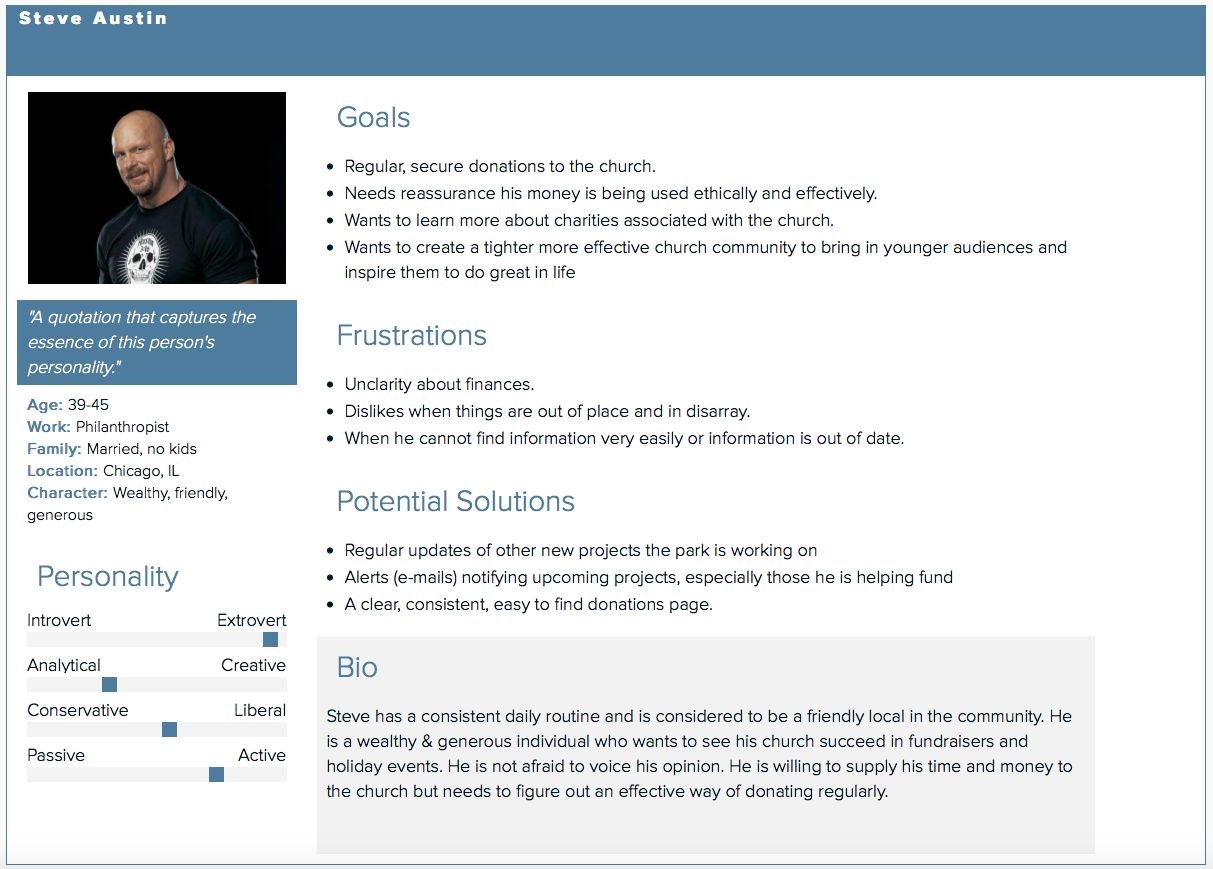
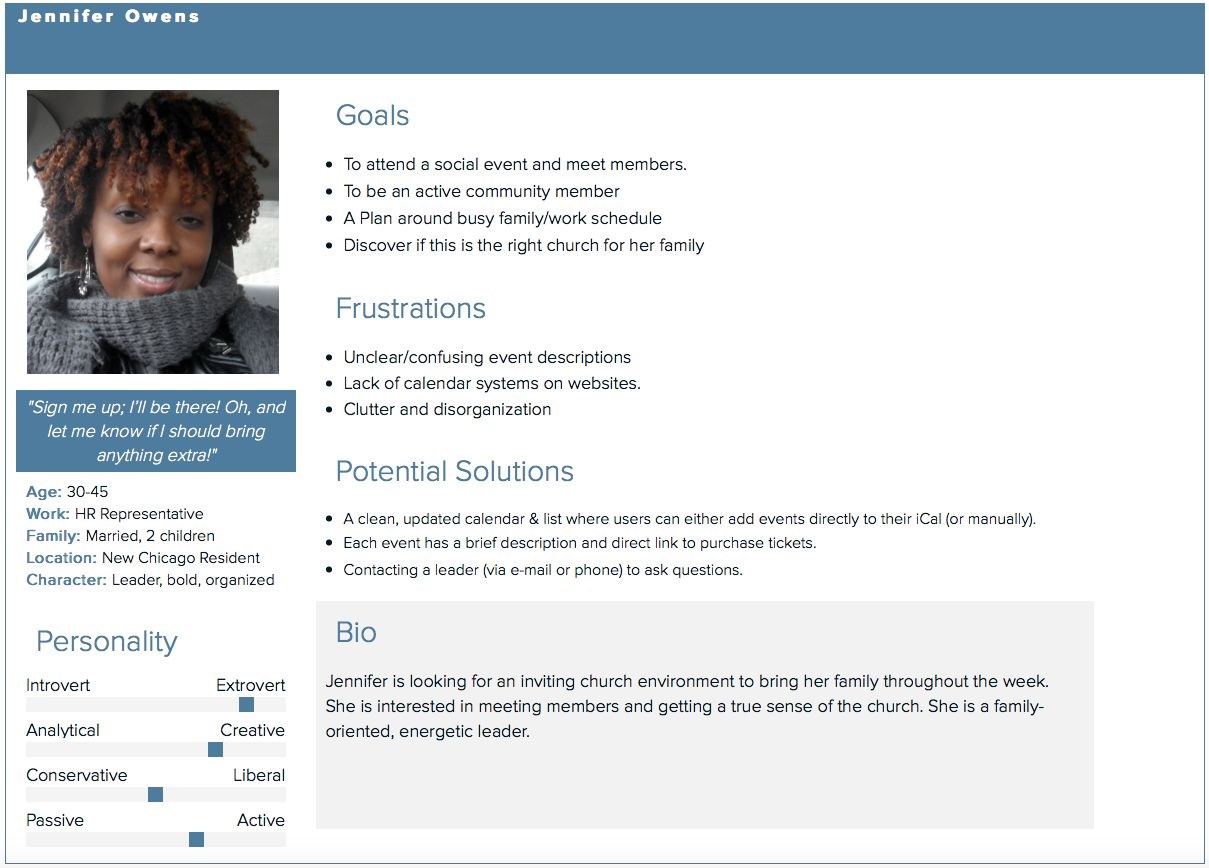
# Introduction

The purpose of conducting a needs analysis/assessment was to allow our client to voice her concerns and frustrations about their current web presence/interface. We organized a conference call with the client and had an open, productive discussion about the immediate needs and aesthetic goals. Together, we came up with a concise list of issues and potential solutions.

# Problem Statement

New Beginnings Full Gospel Church’s website was designed to achieve access to the church’s events, donation, ticket sales, and information via their website. We have observed that the current format is not meeting the goals which are accurate communication, updates calendar events, contact info (the church’s address or telephone number), a clear church identity, a proper donation site. These factors could be driving users away from the site and therefore limiting potential members and donors from joining New Beginnings Full Gospel Church How might we improve the website so that our users have a pleasant and frustration-free experience when accessing the sites to learn about the church, purchase event tickets, donate to the church, and reach out to existing community members?

# Personas/Stories



**REQUIREMENTS DOC**

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3. Non-Functional Requirements 2
4. Technical Requirements 2
5. Documentation Requirements 2
6. Assumptions and Constraints 3

**Introduction**

**Purpose**

* The purpose of a requirements documents is to verify what intentions our clients are looking for in their product. Their old site is much outdated and our client would like complete organization along with a friendly User Interface experience.

**Intended Audience**

* Churchgoers
* Community members
* School organizations

**Product Scope**

* To develop a CMS website for our client and to enable users to donate through the website and provide information about the church. Also, give the users a feel of their background by adding a “modern chic” look to the website. Our client would also like a donation button to be presented on each page as well as their logo and a picture of nature and/or the church in the header of the new website.

**Functional Requirements**

* Website should be user friendly with no confusion
* Website should include a calendar showing future events
* Users has the ability to donate from every page
* Updated valid information
* New ability to contact the administrator through email, phone, etc.

**Non-Functional Requirements**

**Usability**

* Modern chic look
* Main colors would be blue and white
* Nature picture in the header of the website

**Security**

* Provide a plugin within the website for security questions when logging in on unfamiliar devices
* Strong password requirements
* Given the option of saving/not saving previous credit/debit card information when donating to the organization

**Performance**

* Quick response time while loading the website, making donations, clicking other links within the website

**Technical Requirements**

* All Administrators can edit the web content
* Install reliable plugins such as SEO, FAQ, Calendar MD, etc.
* Implement working Contact page
* Must be mobile friendly
* Implement a way to interact with PayPal for donations

**Documentation Requirements**

* Training videos on how to use WordPress
* Training on Plugins and Widgets
* Training on Editing pages
* Documentation of all external add-ons

**Assumptions and Constraints**

**Assumptions**

* Friendly UI for all types of users
* Team will only implement initial website giving client full responsibility further on
* Brand new look and feel with no broken links
* All pages provide user usability

**Constraints**

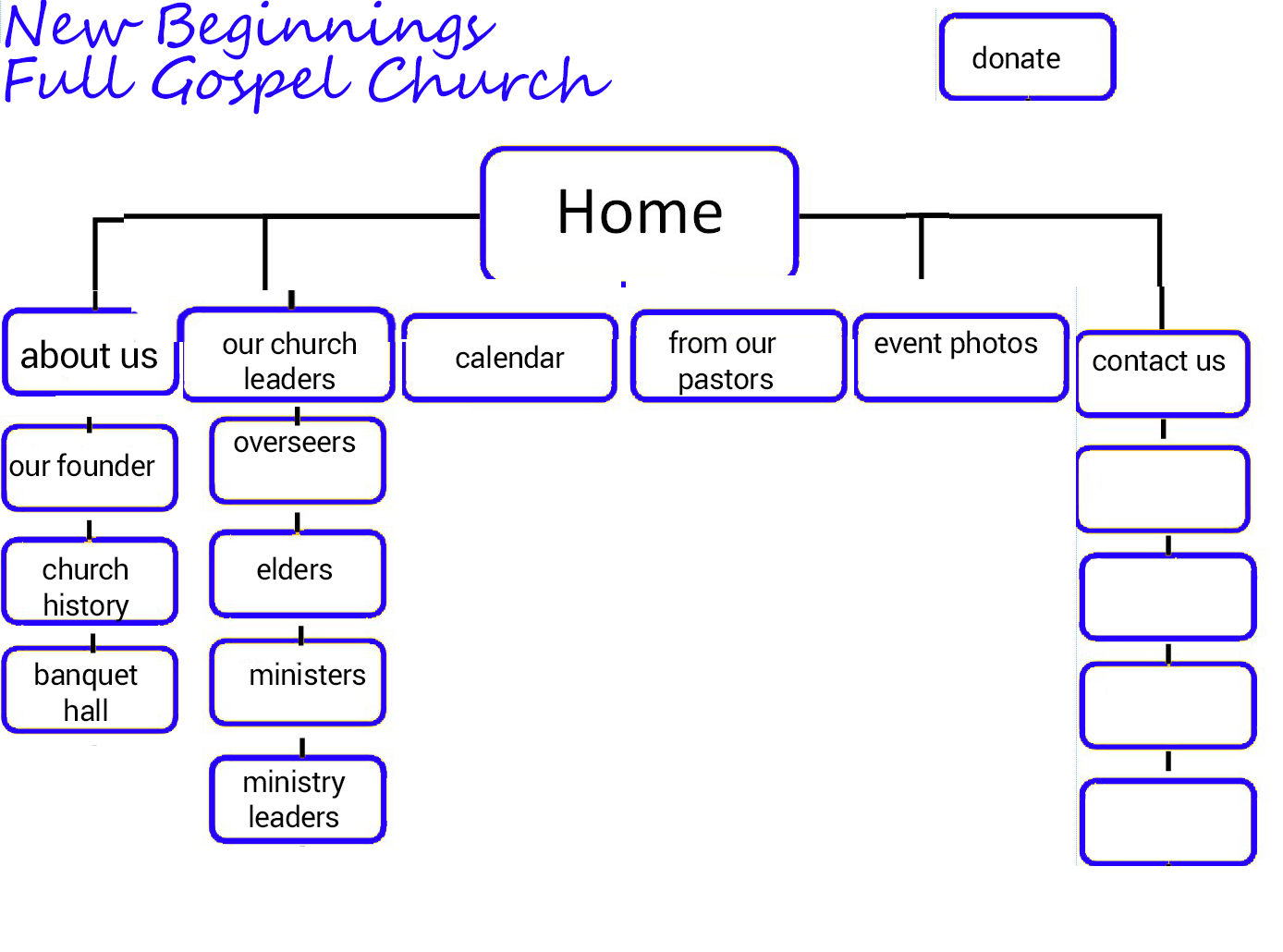
* Short amount of time to complete the website for our client
* Finding free themes/plugins that accommodates our clients’ needs and wants

WIREFRAME/PROTOTYPE

# Site Structure

**Description:**

Our New Beginnings Full Gospel Church will be both usable on mobile and desktop computers. The key features will be a donate button, a contact us page that allows users to ‘register’ for the church and fill a form with their specialty – kind of like an Angie’s list for the church.

**Map**

# Wireframes/ Prototype

## Organizational logo

The logo will be on the top left of the website. We may also re-create a long horizontal style logo that will act as a banner for each page. (top part would be the banner)

## Site identity or titles

The logo will be evident everywhere, along with a donate button. We will also try to incorporate small biblical quotes on each page.

## Page title headlines

Each tab is an important part of the church. There will only be 6 pages each with subpages. A donate button will be evident on each page at the top

## Breadcrumb trail navigation

The navigation will be evident according to the right toolbar. The page they are on will be highlighted and a piece of text above will say what page they are currently viewing

## Search form

There will not be a search form

## Links to a larger organization of which you are a part (if applicable)

Not applicable

## Global navigation links for the site

The top navigation toolbar will be global

**Local content navigation**

Local content navigation is handled primarily through the top navigation bar. Our navigation toolbar is the sites backbone

## Primary page content

The homepage will include the logo, the address, and the main tool bar evident above with all the tabs and resources a site visitor would need.

## Mailing address and email information

We have contact information both through the site and through the Church Gospel site along with a user submission form to share personal information.

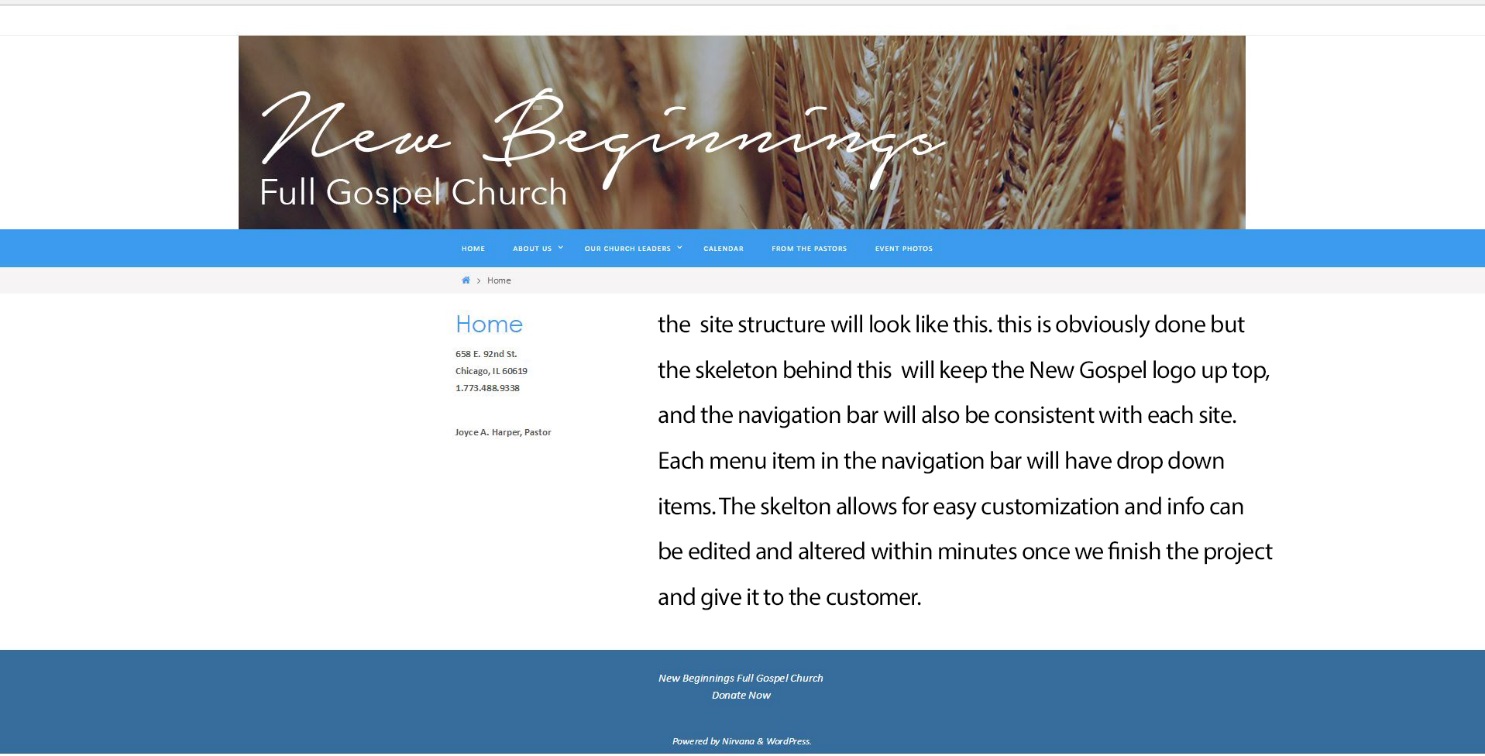
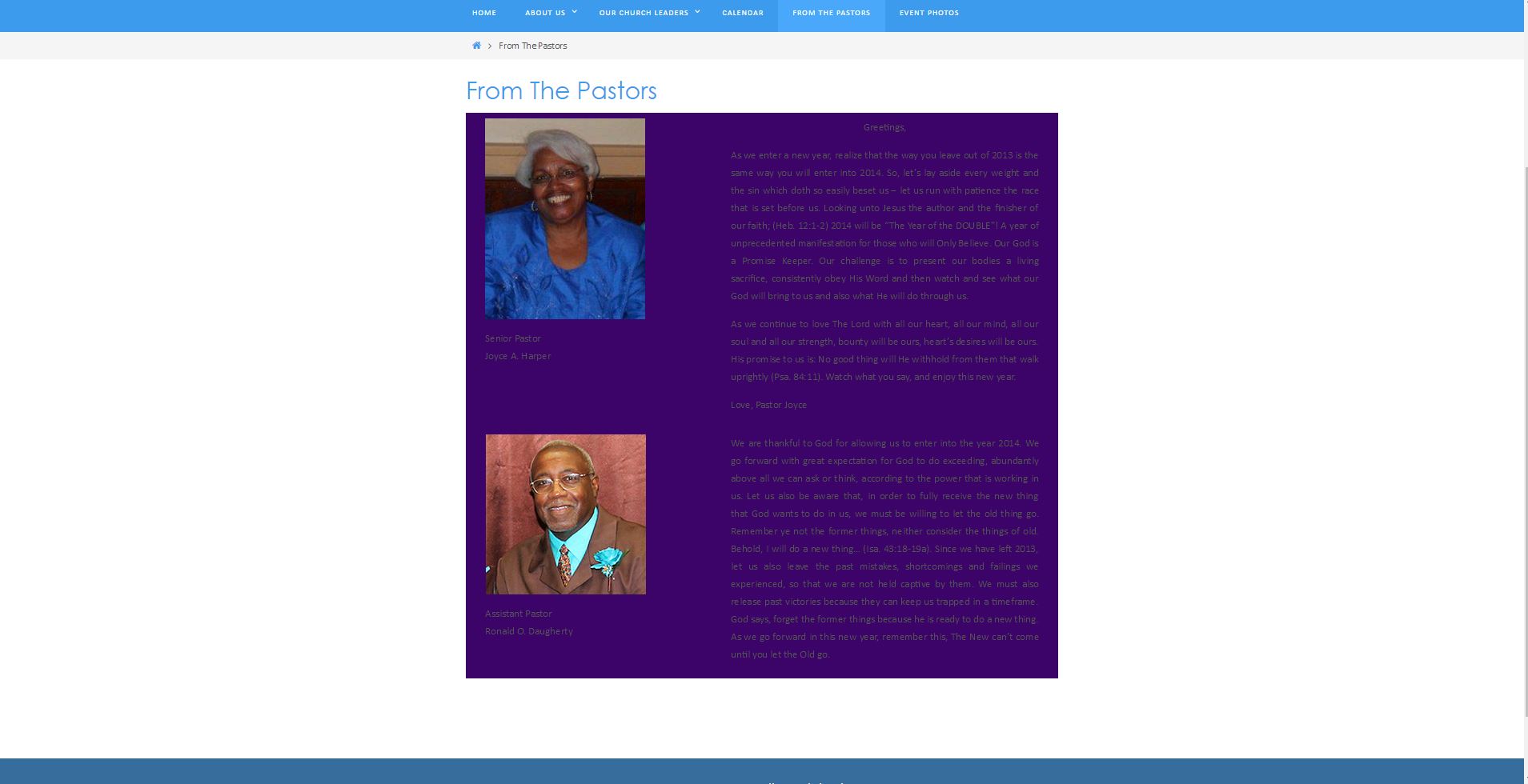
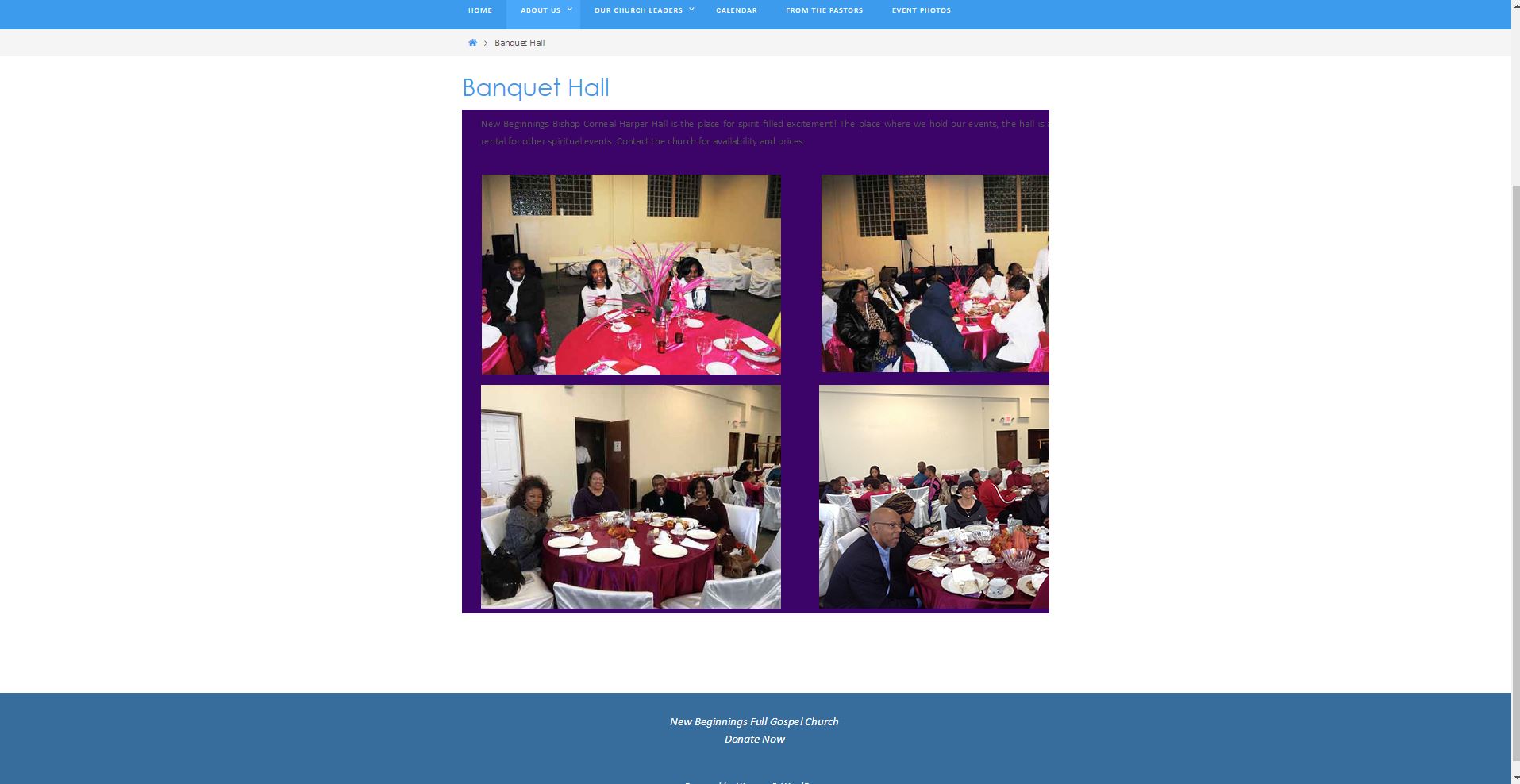
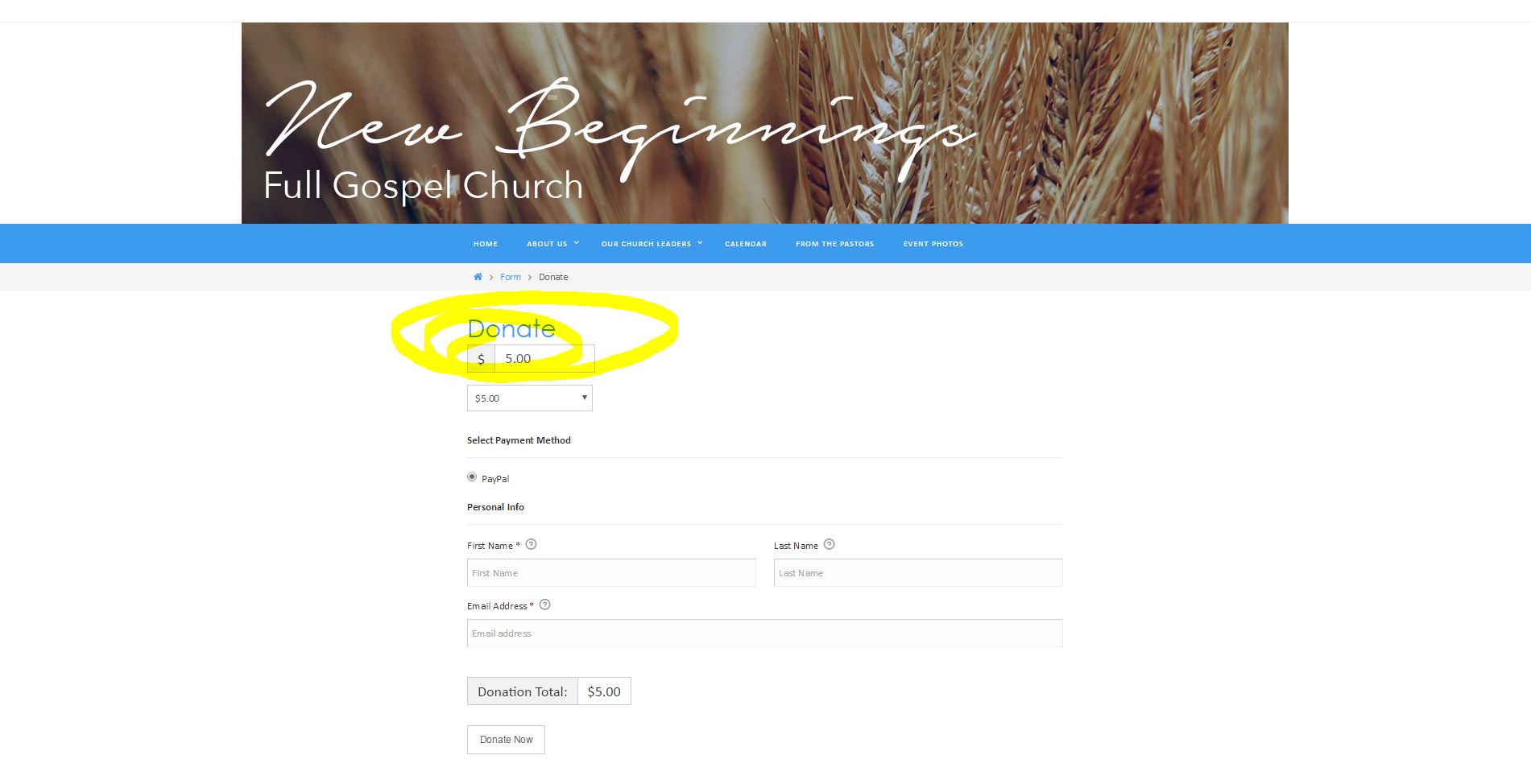
## Copyright statements

Copyright will be at the bottom of the site

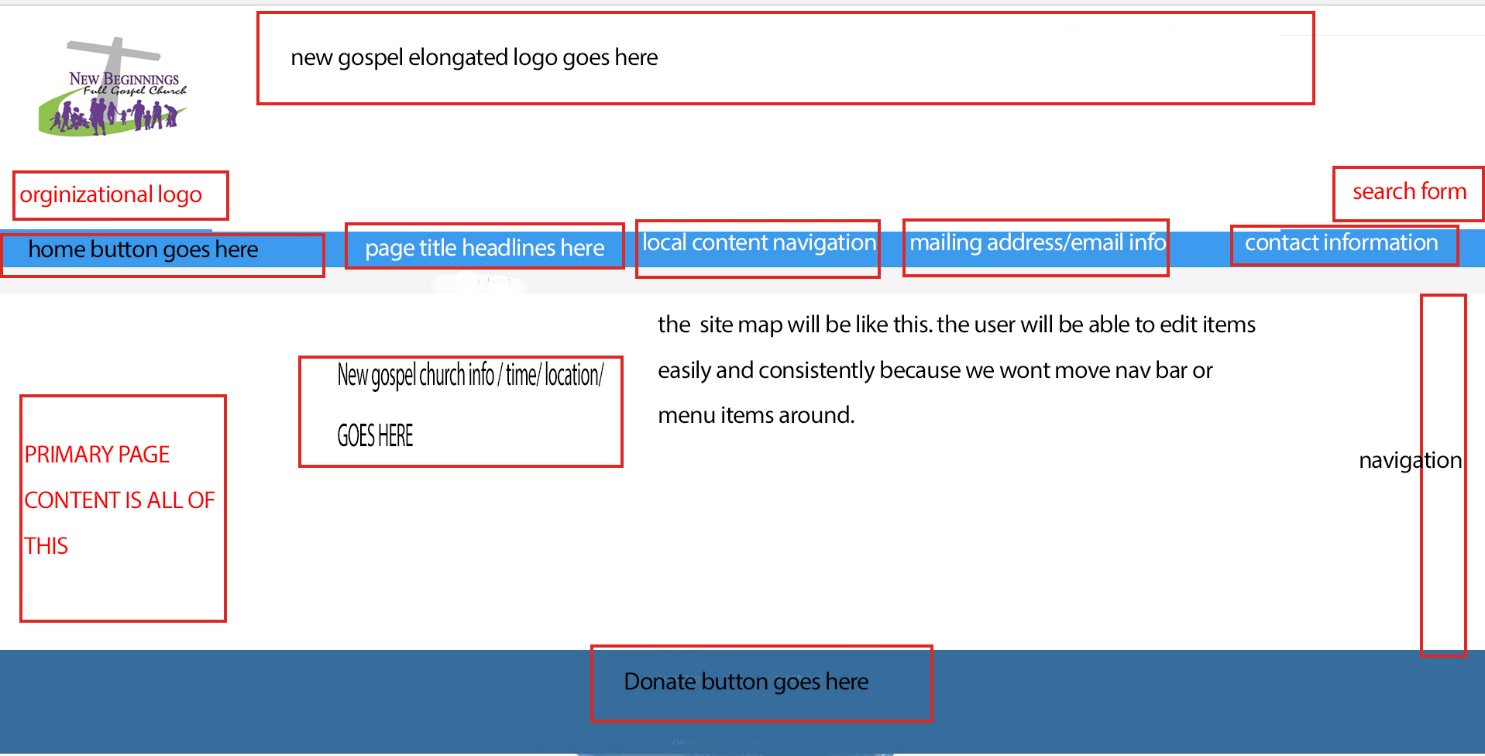
## Contact information

We will have some contact information on the home page, but we have a contact tab on the top easily accessible by users.

**Current Screenshots**



**Original Wireframe/Mockup**



Usability testing

New Beginnings Full Gospel Church Usability Testing

Informed Consent and Privacy Statement

The study in which you are being asked to take part in is an evaluation of a website for New Beginnings Full Gospel Church.  Members of the team that are developing the text are conducting this study.

The general purpose of this study is to get feedback on our early stages of development, emotions while surfing, and overall feels of the page

Please be informed that you must sign this informed consent before participating in the study.  This informed consent document is intended to provide you with general information about the study and to assure you that, as a participant, your privacy will be maintained.

Please also be informed that:

●       Your participation in the study is fully voluntary.  You have the right not to participate, and you will not be penalized in any way if you do not participate.

●       All information you provide in this study is confidential.  Any report of the study results will be sued only to evaluate the topics and materials in question.

●       Other than seeing a preview of the text’s subject matter, there is no direct benefit to you.  There are also no foreseen risks from participating in this study.

●       At the completion of the study you will be given a thorough explanation of the research techniques, possible publication, and impact of the study, if you request it.

By signing this informed consent, you certify that you are 18 years of age or older.

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Signature                                                                              Date

Tester Name: EXAMPLE

**Usability Preference Questionnaire**

1.      Please write down your first impressions of website.

2.      Please rate from 1-10 (10 - High, 1 - Low) of the banner logo.

3.      Please write down the address of the location of the church.

4.      How can you figure out if there is an event coming up in the next upcoming week?

5.      Do you think the text font and size could be better?

6.      Do you think the picture size is viewable?

7.      What were two things/features that you liked/disliked about the site?

8.      Do you have any recommendations for change of our site?

9.      Overall, what was your experience surfing the website?

10.  Would you recommend this site to a friend?

Tester Name:  Janet Cho

**Usability Preference Questionnaire**

1.      Please write down your first impressions of website.

It’s bright and seems easy to get around,

2.      Please rate from 1-10 (10 - High, 1 - Low) of the banner logo.

        10

3.      Please write down the address of the location of the church.

        658 E. 92nd St. Chicago, IL 60619

4.      How can you figure out if there is an event coming up in the next upcoming week?

        I can click on calendar on the top to see if there is an event coming up.

5.      Do you think the text font and size could be better?

        No, I think that the text, font, and size are perfectly fine.

6.      Do you think the picture size is viewable?

        Yes. They’re big enough to see

7.      What were two things/features that you liked/disliked about the site?

        I liked how the website was easy to use and how everything that I need was right there.

8.      Do you have any recommendations for change of our site?

        No, it’s perfect!

9.      Overall, what was your experience surfing the website?

        My overall experience was good. The colors were bright without being too distracting.

10.  Would you recommend this site to a friend?

        I would recommend this website for a friend looking for a new church.

Tester Name: Janice Saranilla

**Usability Preference Questionnaire**

1.      Please write down your first impressions of website.

        I really liked the colors and banner at the top

2.      Please rate from 1-10 (10 - High, 1 - Low) of the banner logo.

        10

3.      Please write down the address of the location of the church.

        658 E. 92nd St. Chicago, IL 60619

4.      How can you figure out if there is an event coming up in the next upcoming week?

        By clicking on the Calendar tab at the top

5.      Do you think the text font and size could be better?

        I think the text looks fine

6.      Do you think the picture size is viewable?

        Yes

7.      What were two things/features that you liked/disliked about the site?

        I really liked the colors of the website and the banner

8.      Do you have any recommendations for change of our site?

        Maybe just more content to fill some space

9.      Overall, what was your experience surfing the website?

        I think my overall experience went well

10.  Would you recommend this site to a friend?

        Yes I would

Tester Name: Jonathan Gramata

**Usability Preference Questionnaire**

1.      Please write down your first impressions of website.

        It was neat and clean

2.      Please rate from 1-10 (10 - High, 1 - Low) of the banner logo.

        8

3.      Please write down the address of the location of the church.

        658 E. 92nd St. Chicago, IL 60619

4.      How can you figure out if there is an event coming up in the next upcoming week?

        Clicking the calendar tab

5.      Do you think the text font and size could be better?

        I feel like the size is good but could use a different font

6.      Do you think the picture size is viewable?

        Yes

7.      What were two things/features that you liked/disliked about the site?

        It was very neat and clean, well put together

8.      Do you have any recommendations for change of our site?

        No

9.      Overall, what was your experience surfing the website?

        I thought it was pretty easy to navigate around the site

10.  Would you recommend this site to a friend?

        Yes

Tester Name: Chris Brillo

**Usability Preference Questionnaire**

1.      Please write down your first impressions of website.

        The banner stood out match the overall color scheme

2.      Please rate from 1-10 (10 - High, 1 - Low) of the banner logo.

        9

3.      Please write down the address of the location of the church.

        658 E. 92nd St. Chicago, IL 60619

4.      How can you figure out if there is an event coming up in the next upcoming week?

        Click on the calendar tab

5.      Do you think the text font and size could be better?

        It’s a decent size. Could be a little bigger

6.      Do you think the picture size is viewable?

        Picture seemed to be cut off on a couple

7.      What were two things/features that you liked/disliked about the site?

        I liked out the color scheme matched the logo

        Each page looks pretty neat.

8.      Do you have any recommendations for change of our site?

        Possibly have a bigger font size

9.      Overall, what was your experience surfing the website?

        All links looked correct and each page had the same bright color

10.  Would you recommend this site to a friend?

Yes

SUPPLEMENTAL NOTES AND MATERIALS

PROJECT USERS AND OUR TASKS

Allen Boguslavsky [allenboguslavsky@gmail.com](mailto:allenboguslavsky@gmail.com) ( Designer / Logo )

Sasha Spektor [sashaspektor1@gmail.com](mailto:sashaspektor1@gmail.com) ( Designer / Logo )

Jobelle Gramata [wpephsjgramata@gmail.com](mailto:wpephsjgramata@gmail.com) ( IT/DOCUMENTATION)

Mark Drecoll [MARKDRECOLL@gmail.com](mailto:MARKDRECOLL@gmail.com) (WEBSITE/WORDPRESS CREATOR)

Brendon Gutierrez [BRENDONGUTIERREZ@ymail.com](mailto:BRENDONGUTIERREZ@ymail.com) (WEBSITE/WORDPRESS CREATOR)