# Capacity Building Planning Worksheet

Team name: AACI

Team members: Vaishnav Balaji, Mark He, Lena Li, Cindy Su

Complete worksheet in class. Then submit to Canvas. Add "steps you will take" to your work plan and note adding them to your next sprint report.

*Users*

Who are your various types of users?

1. Individual (end-user) interested in cancer legislature
2. AACI in-house technical staff
3. Outsourced 3rd Party IT staff

What does each need to learn?

1. Navigate Site
2. Learn to use dashboard
3. Maintain environment

What steps will you take to help them learn?

1. Intuitive UX/cohesive design
2. Organized Git repo
3. In-person demo and documentation

*Development*

Who will be the ongoing developer(s) for your solution?

1. Mark - 3rd Party IT staff members
2. Blue Archer - minor website updates

What do they need to learn?

1. How code was organized
2. Versions of the software and the libraries

What steps will you take to help them learn?

1. Making proper documentation of how to install and update
2. Contact with the development team early and share the development information

*Infrastructure*

What will the owner of the solution need to provide as infrastructure?

* Budget?
  + Site maintenance costs
  + Costs for third party developer maintenance
* Hosting?
  + CraftCMS fees
  + Potentially other website hosting fees if we decide to pivot
* Policies (use policies, job descriptions)?
  + Communications individuals to update the website content
  + Approval from president and higher level individuals
  + Information about current supported legislation

What outside support may they occasionally need?

* Kind of support?
  + Code/site maintenance on a technical scale
* Required experience of that support?
  + CraftCMS, Twig, HTML

What steps will you take to help them develop that infrastructure?

1. Provide design and develop documentation for long-term maintainability
2. Provide documented list of external resources and guides
3. Provide short videos of how to use the website
4. Provide backup plan if the website fails to function