**COMP1643 Information and Content Management 2020/2021 (COLLAB)**

# Suggested table of contents

## Introduction

This section must include the url to your group’s presentation video, your CMS, and a link to the group repository. [indicative word count: 100 words]

## A review of Content Management Systems

Research and discuss the advantages and disadvantages of three potential content management systems for the scenario given. These should be different CMS’s than the one used to build your website. Information you use for the review needs to be appropriately referenced using Harvard style. Conclude with your ideal choice. If your organisation had money to spend, which CMS would you have recommended? [indicative word count: 500 words]

1. Guidelines for staff regarding legal, social, and professional issues   
   Currently, many staff members of the organisation you will design a cms for are using Web 2.0 systems such as Google Drive, Facebook, [box.net](http://box.net) and DropBox for online storage, Doodle for scheduling meetings, and Google docs for word processing and other office tasks. Legal issues may arise from this approach, and an Enterprise 2.0 solution may help, but staff still need clear guidelines as to what is acceptable and what is not. Produce a set of suitable guidelines for staff on the legal, social, ethical and professional aspects appropriate to Enterprise 2.0 systems, making reference to relevant legislation using appropriate referencing. [indicative word count: 450 words]

## Evaluation of product and process of your CMS site

This is where you include appropriate screen shots with annotations (e.g. text balloons) and evaluative commentary on the CMS you produced with your group. Discuss the functionalities, the challenges, justify the differences with the original site etc. [indicative word count: 700 words]

## Conclusion

Now you have experience developing one, compare your used CMS with the three CMS’s reviewed in section 2. Imagine you were a CMS consultant for the organisation, would you advise to continue with the CMS now used for the website? Why? This is also the place to mention steps for future work. [indicative word count: 350 words]

## Evaluation of team

A weighted scoring model of the entire team (including yourself) with own choice of criteria and weighting, supported by commentary on each individual member. The model is expected to produce a range of scores for the individual members. [indicative word count: 400 words]