GUIDELINES FOR ASSIGNMENT 2 (30%)
IMS456: Basic Web Design & Content Management

Title	: **Local Community Website (Informational Website)**
Status	: **Group**
Number of web page	: **8 pages (minimum)**
Language & style sheet	: **HTML5, External CSS3, & JavaScript**
Form of submission	: **i. Report ii. Soft copy (U Future& e-mail)**
Others	: **Please publish into any web host (COMPULSORY)**
Submission date	: **Week 14**

2.0   DESCRIPTION

You are required to create a **local community website** in a group of three students. The website must be developed using HTML5 & External CSS3. Marks will be given for originality, contents, and design. You are entitled to use primary sources for the contents of the website. The content of your website will be derived from the analysis stages in your group report. Information content to be included in the website and can be highlighted for instances; about the local community/ people, the history, culture & heritage, nature & adventure, things to do, food, news, calendar, event, contact us, FAQ etc. Please remember that this website is targeted for the specific user and you need to decide the suitable theme, layout and content. Each file in the project must be arranged systematically. Images must be put in the 'images' folder and so on.

2.0   EVALUATION

This website will be evaluated on the following:

NO	CRITERIA	%	DESCRIPTION
1	Web Content Plan	15	Navigation structure/content plan/layout/ interactive features
2	Content	30	Including relevance and extensive information, links, disclaimer, images, language (English), etc.
3	Navigation, interactive features & creativity	25	Layout, drop-down menu (compulsory), header, images, slide show/ image slider (compulsory), fonts, colors, audio, video, java script & whether or not the website can attract visitor's attention.
4	Coding	15	Correct and genuine (use text editor only) HTML5 and external CSS3. The usage of any **web builder software** is totally **PROHIBITED**. All coding must be functioning accordingly.
5	Publish	10	Successfully uploaded into web host. Website is easy and quick to access.
6	Submission and formatting	5	Timeliness and according to format of submission above.

3.0   REQUIRED ITEMS

The following items and **HTML5 and CSS3 syntax** must be included into the website. Please use **HTML5** for basic structure and inserting content only. For **formatting**, please use **External CSS3**.

NO	ITEM	REMARK
1	Header image (header tag)	Create a proper header with sufficient page title or information (use Adobe Photoshop/ Illustrator or any other image editor tools), logo of the company.
2	Content area	Including relevance and extensive information, links, images, language (English), etc. Include one simple survey/feedback form/ registration form. The structure of content (how the primary ways in which users can navigate each division of content through a website): • Hierarchical organization (shallow or deep); (drop down list/menu) • Linear (or sequential) organization; (clickable button used) • Hypertextual or networked organization. (links)
3	Navigation area and links	Consistent area containing links, announcement, etc. that appear on every pages. • Internal link (page to another) using drop down menu. • External link using image icon and others. • Anchor link • Link to pdf format
4	Disclaimer area (footer tag)	Declares copyright ©, recommended browser & resolution, last update.
5	Interactive features	Audio, video, form, multimedia object, java script etc. Interaction with social media (Facebook like or share), mailto editor for suggestion/ recommendation/ enquire & registration form submission.
6	HTML Latest version (HTML5)	HTML5 Doctype declaration, HTML5 semantic layout tag. Correct and genuine (use text editor only) HTML5 and CSS. The usage of any web builder software is totally PROHIBITED. All coding must be functioning accordingly.
7	Various text formatting	Heading used, listing, font selection, sizes, arrangement of paragraph and etc.
8	Images	Appropriate edited images (use any photo editor software) with reasonable size and quality, usage of thumbnails. (must use alt to describe each image used)
9	Tables	Inserting tables and style using CSS3
10	CSS 3	External CSS3
11	Hosting	Web host enabled/Website is easy and quick to access – extra marks

4.0 CHECKLIST FOR WEBSITE PUBLISHING

- Make sure all files and folders are **properly arranged** and **named** (use small capital only).
- **Validate** your HTML5 (http://validator.w3.org) or CSS (http://jigsaw.w3.org/css-validator) codes.
- Apply **semantic html5 tags** (e.g.: keywords, description, author, etc.).
- Find the best **free web hosting** that give you the best offers (compare the web size, ads, etc.)
- Make sure only **related files** (html & images) to your website are saved in the published folders (e.g.: web).

- Rename your main folder as follow:
  <corporate/firm name><your group member's name> <(Mac-Aug2024)>
  Pokok Assam Community – Merqeen, Ana Jobling & Naim Daniel (*Mac-Aug2024*)

5.0   REQUIRED ITEMS ON CD COVER AND ABOUTME.HTML

Please create one html file and name it **webmaster.html (1st html page)** and link it to your website (link it by user click the logo of website). This file is only meant for identifying your personal details and will not affect your marking. The CD cover and aboutus.html must contain the following details:

- ❖ Title:
- ❖ Group member's name:
- ❖ Group member's ID:
- ❖ Group:
- ❖ Course code:
- ❖ Course name:
- ❖ Program code & mode:
- ❖ Faculty:
- ❖ Submission date:
- ❖ Published URL:
- ❖ Your group image:

Report (10%)

This project is to be done in a group consisting between 3 students. The proposal will contribute 10% of the entire assessment. You are required to develop a proposal/report for the development of a corporate website using the Website Development Life Cycle (WDLC). The report must be written according to the following format:

Contents
Cover page
Title page
Acknowledgement

Table of content
List of figures/tables/abbreviation

1.0 Introduction/Overview
      1.1 About the Local Community
           1.1.1   Name & Logo
           1.1.2   Location
           1.1.3   History
           1.1.4   People
      1.2 Objectives of the Local Community Website

2.0 Planning
      2.1 The Developers
           2.1.1   Organizational charts
           2.1.2   Descriptions of roles & responsibilities of team members
      2.2 Concept/Theme
      2.3 Hardware
      2.4 Software
      2.5 Project timeline (refer Appendix 1)
      2.6 Site Map

3.0 Analysis & Discussion *(find & analyze 4 other websites that similar to the one that you are assigned to create. You may discuss about the content, design, layout etc)*

4.0 Prototyping & Review
      4.1 Flowchart
      4.2 Storyboard

5.0 Development & Testing
6.0 Release & SEO (Search Engine Optimization)
7.0 Maintenance
8.0 Conclusion
Bibliography (APA) –at least 6 references from various sources
Appendices

Documentation:
- The document **must be typed** or word-processed **on one side A4 paper.**
- The content of the report is confine to **11-point font size**, **Arial font style** and **justify. Spacing** between lines is limited to **1.5.** Must have **proper numbering.**
- Pages must be numbered.
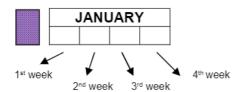- The report should **include proper APA referencing style (bibliography).**

APPENDIX 1

Project Timeline

Month \ Activities	OCTOBER				NOVEMBER				DECEMBER				JANUARY			
Learning HTML Coding	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓				
Defining Task & Selecting Topic	▓	▓	▓													
Generating Ideas & Collecting Information	▓	▓	▓	▓												
Sketching Outlines	▓	▓	▓	▓	▓											
Design Website	▓	▓	▓	▓	▓	▓										

Activities															
	▓	▓	▓	▓	▓	▓									
Develop Website & Coding							▓	▓	▓	▓	▓				
Testing												▓	▓			
Preparing Report & Burning CD													▓	▓		
Submission Website & Report														▓		
Presentation														▓		

Instructions:
1) Please follow the stated 'Activities' on the left side.
2) This is just an example of project Timeline. Any alteration can be made if necessary.
3) The Timeline indicated by may vary from 1 group to other group.
4)

▓	JANUARY

1st week   2nd week   3rd week   4th week