



John Jay College of Criminal Justice Website Redesign Project Status Update

November 16, 2022

Issued by: Kathleen Pluzak



John Jay College Website Redesign Project– Project Overview

PROJECT OVERVIEW

- New website supporting College’s mission and better serve its students, faculty, staff, alumni, and prospects
- Portage/OPIN to provide a new CMS, with necessary services to configure and customize the CMS

PROGRESS & UPCOMING ACTIVITIES

Progress in the Current Reporting Period

- Design for new content type pages outlined. Design updates - in progress
- Design update estimate – in progress
- Environment and Drupal 9 instance - completed
- Initiated development workflow
- Design updates to existing designs for new content type pages - in progress
- Design update Change Request (CR) estimate – in progress

Planned for the next Reporting Period

- JohnJ Review of new Design & Signoff
- Initiate Development – awaiting Design Signoff
- Initiate Migration – awaiting Design Signoff

PRIORITY ISSUES & KEY RISKS

Priority Issues

- Addition of design work not originally planned has caused additional activities needing to be completed prior to starting the project scope. Design updates and CR estimate for new work current in progress. Target Nov 18th to complete

Key Risks

- Turnaround for signoff of Design updates and CR estimate – if signoff is delayed, development and migration cannot proceed, causing overall timeline of project to be impacted

PROJECT STATUS



▪ Overall Status: Schedule/Scope	▪ Budget Status: on target, awaiting Design
▪ Risk Status: Design changes now known	▪ Schedule Status: Design review and update
	▪ Scope Status: Design updates needed

CURRENT SCHEDULE & MILESTONES

	Target Start	Target Finish	Status
▪ Environment Setup - server setup and Pantheon sandbox	Oct	Nov	Complete
• Design Updates & Estimate	Nov 2	Nov 18	Pending
• Design Signoff	Nov 21	Nov 25	Pending
• Initiate Development	Nov 28		Pending
• Migration of existing content	Dec 5	Dec 16	Pending

Backup

Milestones

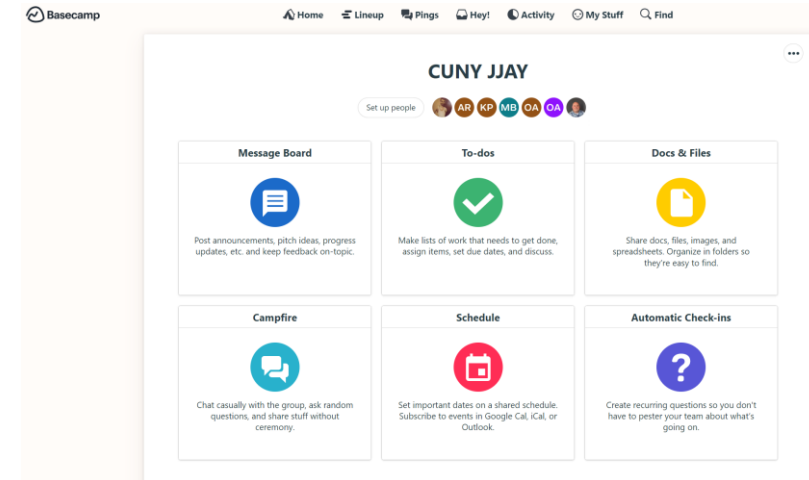
Ref #	Description	Task Details (Deliverables)
Milestone 1	Product Initiation, Planning & Success Metrics	Product Initiation Project Initiation Discovery Sessions Project Planning
Milestone 2	Development/Coding	Drupal Technical Specification, Security, Navigation, Article, Basic Page, Landing Page, Alert, Course, Event, Program, Resource, Staff, Search, Forms
Milestone 3	Template Assignment	Page Scaffolding (Placement of Blocks, Navigation, etc.)
Milestone 4	Content Review / Writing / Editing / Population & Multimedia Selection	Content Strategy Create Core Content Strategy Statement Identify Content Pillars/Messaging Framework Identify priority content and hierarchy Writing and Content Creation SEO
Milestone 5	Migration	Create content records (up to 4000 pages)
Milestone 6	Testing	Content Testing Accessibility Testing Search Engine Optimization Testing System Integration Testing

		Client Acceptance Testing
Milestone 7	Training	Content Publisher Training
Milestone 8	Launch	Deployment to Production
Milestone 9	Support	Year 1 Support (Paid Annually in Advance) Discount (\$10,000)

Project Management

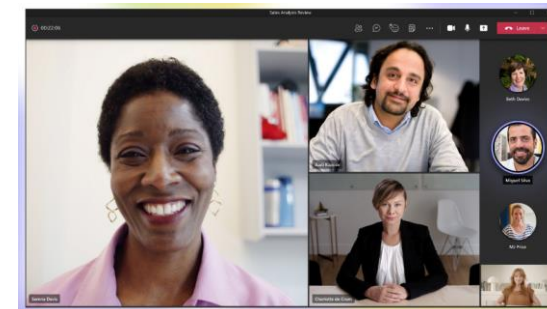
1. Project Management Tools

- Share written information, collaborate & ask questions - Basecamp (Portage & CUNY John Jay team members)
- Project Schedule & updates on Overall Team project activities – Basecamp
- Portage specific work activities – Portage internal Jira board



2. Project Touchpoints – utilize Teams for meetings

- Management Touchpoint - Weekly
- Discovery Sessions – Recommend 1-2 sessions
- Working Sessions & Demos – Adhoc (team to determine during life of the project)
- Training Sessions – TBC



Project Overview

- Recently, the John Jay College of Criminal Justice determined that a new website was required to serve its students, faculty, staff, alumni, and prospects.
- The website will support the mission of the College, to prepare students to make a difference for themselves and others and to transform ideas into social action and leadership.
- To solve these challenges, Portage will provide John Jay College with a new content management system. Our delivery teams will provide the necessary services to configure and customize the content management system on behalf of the client.

Core Team Members

Portage CyberTech

- VP Delivery - Erika Macphee
- Sr Delivery Manager - Kathleen Pluzak
- Delivery Manager - Elaine Scovill
- Product Owner – Adrian Rylski
- Content Creation- LeeEllen Carroll
- Drupal Developers – Ashley Rosecrans, Hardik Patel & Naresh Bavaskar

CUNY – John Jay College of Criminal Justice

- Program Manager/Chief Communications Officer – Kira Poplowski
- Web Manager – Mandy Meng
- Web Manager Asst – Anh Pheng
- Creative Director – Laura Devries
- Procurement Officer – Dan Dolan