John Jay College of Criminal Justice
Website Redesign Project
Status Update

November 29, 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. – initial designs complete, link provided
- Development workflow – in progress
- Design update Change Requests (CR) – in progress

**Planned for the next Reporting Period**
- Portage to update Designs as final – target Dec 1
- JohnJ Design Signoff – target Dec 2
- Initiate Development Activities – awaiting Design Signoff
- Prep For & Initiate Migration – awaiting Design Signoff
- Change Request1 to extend date of project – target Nov 30 deliver to JJ, target Dec 2 JJ signoff
- Change Request2 to adjust scope and possibility estimate – target Dec 12th week

**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. Updated designs completed. CR to review scope/estimate in progress – target Dec 12th week

**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**

<table>
<thead>
<tr>
<th>Overall Status</th>
<th>Risk Status</th>
<th>Budget Status</th>
<th>Schedule Status</th>
<th>Scope Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>on target, awaiting Design</td>
<td>Design review and update</td>
<td>Design updates needed</td>
</tr>
</tbody>
</table>

**CURRENT SCHEDULE & MILESTONES**

<table>
<thead>
<tr>
<th>Milestone Description</th>
<th>Target Start</th>
<th>Target Finish</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environment Setup - server setup and Pantheon sandbox</td>
<td>Oct</td>
<td>Nov</td>
<td>Complete</td>
</tr>
<tr>
<td>Initial Design Updates</td>
<td>Nov 2</td>
<td>Nov 29</td>
<td>Complete</td>
</tr>
<tr>
<td>Design Signoff</td>
<td>Nov 29</td>
<td>Dec 2</td>
<td>Pending</td>
</tr>
<tr>
<td>CR1 – Change End Date</td>
<td>Nov 30</td>
<td>Dec 2</td>
<td>In Progress</td>
</tr>
<tr>
<td>CR2 – Scope &amp; Estimate</td>
<td>Dec 5</td>
<td>Dec 16</td>
<td>Pending</td>
</tr>
<tr>
<td>Migration of existing content</td>
<td>Dec 5</td>
<td>Dec 16</td>
<td>Pending</td>
</tr>
<tr>
<td>Initiate Development Activities</td>
<td>Dec 5</td>
<td>Dec 16</td>
<td>Pending</td>
</tr>
</tbody>
</table>
Backup
## Milestones

<table>
<thead>
<tr>
<th>Ref #</th>
<th>Description</th>
<th>Task Details (Deliverables)</th>
</tr>
</thead>
</table>
| Milestone 1 | Product Initiation, Planning & Success Metrics | Product Initiation  
Project Initiation  
Discovery Sessions  
Project Planning |
| Milestone 3 | Template Assignment                              | Page Scaffolding  
(Placement of Blocks, Navigation, etc.)                                                   |
| Milestone 4 | Content Review / Writing / Editing / Publication & 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                                                                  |

- **Milestone 7**: Client Acceptance Testing
- **Milestone 8**: Training  
Content Publisher Training  
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
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