



November 29, 2022

To: The John Jay College Community
Re: New Website Project Community Kick-Off

We're happy to share that preliminary work on the new website is complete and we're officially kicking off the project with the community. [We'll share regular project updates periodically via email and regularly [here](#).]

This summer, we contracted a vendor, [Opin](#), and began preparatory work [[see project team](#)]. This included finalizing a project timeline, building templates, migrating the current site to a development server, drafting content guidelines and more.

[High-level project timeline](#): We'll launch the new site in phases:

February 2023–Phase 1 [homepage, admissions, advancement, about us, news and events]

May 2023–Phase 2 [academic affairs and student affairs]

July 2023–Phase 3 [administrative sections like human resources, business services, facilities, etc.]

More detailed timelines for each phase will be developed in collaboration with content owners.

> Content review and production: We are migrating current content into the new page templates on the development server on which we're building the new site.

The [project team](#) will support your assessment, adaptation, deletion and creation of content for your section[s] of the site. [Here are some content development guidelines we hope are helpful](#).

Each department/unit has a [project liaison](#) who serves as the main point of contact with the [project team](#), organizes content review and development and ensures deadlines are met.

We're following up with each liaison to share the template[s] designed for their section, schedule meetings with the [project team](#) and arrange access to the development server.

We look forward to our collaboration and sharing future updates, and please call or [email](#) me with your questions.

Thank you,
Kira Poplowski
Chief Communications Officer