

MIMAS WEBSITES – INFORMATION SHEET *EXAMPLE*

WEBSITE DETAILS	
DATE: _____	
SUBMITTED BY: _____	
SERVICE/PROJECT NAME:	
<p>NOTE: This form relates to EXISTING and NEW service/project websites or any MIMAS website under major re-development. Please provide as much information as possible in the spaces below so that MIMAS has a full and up-to-date record of ALL website development at MIMAS.</p> <p style="text-align: center;"><i>Please return completed form to Anne McCombe or Laura Kaagan</i></p>	
Short Description of Service/Project (summary):	1
Service/Project Manager: _____ Website Manager (primary contact): _____	3
Website Developers (include any technical contacts):	3
Website Contributors:	3
Purpose of the Service/Project:	1
Users/Audience:	1
Aims and Objectives of the Website:	2
Strategy (Development Plan or Development/Maintenance considerations):	2
Branding Requirements (Details of Logos/Tributes. Are you using approved versions?):	5
Does the website contain any third party content? If so, has it been cleared for use (e.g. copyright clearance)? Give any details of legal requirements that have been met. Are any legal statements needed?	10
Date of Last Major Development and Future Development Plans (if any):	2
Timescale for Development/Re-development:	2

FURTHER INFORMATION ABOUT WEBSITE (RE-)DEVELOPMENT

Technical Details for Website Set-Up (UNIX)

Preferred Admin User ID (8-character Unix login):

Special Features Required (e.g. LDAP, PHP, MySQL, Oracle, cgi, WebDAV):

Name of Server (Andrew Weeks to complete):

Technical Details for Website Set-Up (WINDOWS)

Name of System Administrator:

Name of Server:

Technical Details for Website Set-Up (UNIX/WINDOWS)

If the website will run on a different server when 'Live', please provide details:

Preferred URL (and any alternatives)

URL(s) used for Development

Information about Website Development

Information Architecture (structure of information):

- Topic (or Mind) Map:
- Taxonomy:
- Wireframe(s):
- Blueprint(s):
- Thesaurus:

Website Structure (use of XHTML):

Website Design (use of CSS):

Website Behaviour: (use of client-side scripting, e.g. JavaScript, AJAX):

User Testing:

Information about Website Maintenance

Process for amending and updating website:

Process for proof-reading, spell-checking, validating and link-checking:

Reviews by WeST (include dates)

ADDITIONAL COMMENTS (provide date of comment)

*****Please append any comments or progress reports (dated) below*****