

IS&T Website Redesign and Service Catalog Project
Sponsor Update – Wednesday, January 26, 2011; 4:00 p.m.

Outcomes:

- Understanding of project status and answer open questions prior to project review on 2/1
- Agreement on Service Catalog proposal and next steps

Agenda:

- **Project Status**
 - RFP Submitted to 6 firms, 4 have declined. Proposals Due 1/28
 - Steering committee convened and kick-off scheduled for 1/26
 - Service Catalog Proposed (review of proposal and alpha list)
 - Project wiki [<https://wikis.mit.edu/confluence/display/WebsiteRedesignSvcCatalog/Home>]
- **Issues**
 - No critical mass of design firms to choose from. Timeline has been mentioned as the reason
 - Service Catalog will be updated once the Service Portfolio project completes
- **Risks**
 - Timeline - about 1 month behind due to initial start and clarifying roles and project
 - Number of design firms responding
 - Budget -125K targeted (will know more once proposals in hand)
- **Milestones**
 - Proposals from RFP back by 1/28 (review by Core Team and Steering Committee)
 - Design firm Q&A week of 2/7
 - Firm selection by 2/11 (Core Team & Steering committee)
 - Definition of Service Catalog 12/13
 - Site Prototype Delivered 2/14/2011
 - Prototype Reviewed/Approved 3/18/2011
 - Accessibility & Usability Testing 3/21/2011
 - Update smoke and unit test scripts 3/21/2011
 - Beta version delivered 5/23/2011
 - Touchstone integration 6/1/2011
 - Test tier migration 6/17/2011
 - Production Deployment 7/15/2011

Core Team (meets weekly)	Steering Committee (meets monthly – Jan-June)	Design Review Team/Resources (meets as needed and for design reviews)
Christine Fitzgerald (co-project manager)	David Foucher (News Office/Tech Review Rep)	Core Team
Rich Murphy (co-project manager)	Emer Garland-Scott (PSB Advisor)	Steering Committee
Alison Bell	Monica Lee (PSB)	Justin Anderson (Mobile)
Emer Garland-Scott (PSB Advisor)	Shankar Raman (Assoc Professor Literacy – Faculty Rep)	Stephanie Roberts (Accessibility)
Barbara Johnson	Jeff Reed (DCAD, IS&T)	Laura Watts
Nancy Gift	Marc Resnick (Student Rep)	
	Mary Young (Admin Officer for Nuclear Reactor – AO Rep)	

- Questions/Next Steps