

SFA Intranet
Workplan/Action Items Tracking

Task	Responsibility	Date Due	Status
1 Create plan for work from 3/8 through to 3/31	Connie/Maria	03/08/00	Started
1.1 Update content design document	Connie/Maria	Ongoing	Ongoing
1.2 Update requirements	Connie/Maria	03/14/00	Started
1.3 Update content plan document	Connie/Maria	Ongoing	Ongoing
1.4 Create plan for version 2 of Intranet	Connie/Maria	03/31/00	
2 Validate development/test and production server ready			
2.1 Provide security access to network/server	Connie	03/14/00	Started
2.2 Build dev/test server	Karen A.	03/10/00	Completed
2.3 Build production server	Karen A.	03/10/00	Completed
2.4 Test server connectivity	Karen A.	03/13/00	Started
2.5 Coordinate getting PCs	Connie	03/14/00	Started
2.6 Coordinate getting URL for production server	Karen A.	03/16/00	
2.7 Coordinate loading of Rational Rose	Karen A.	03/17/00	
3 Create Testing Plan	Aaron/Sandy	03/08/00	Started
3.1 Define technical testing	Aaron/Sandy	03/20/00	
3.2 Define user testing	Aaron/Sandy/Carole	03/20/00	
3.3 Plan user logistics section of user testing	Aaron/Sandy/Carole	03/20/00	
4 Complete Design of CIO Home Page			
4.1 Create powerpoint of CIO home page	Michelle	03/13/00	Completed
- Tech Library	Michelle	03/13/00	Completed
-FAQs	Michelle	03/13/00	Completed
-Modernization Program	Michelle	03/13/00	Completed
-VDC	Michelle	03/13/00	Completed
-IRB	Michelle	03/13/00	Completed
-Career Planning	Michelle	03/13/00	Completed
4.2 Discuss/review with Steve Hawald	Michelle	03/13/00	Completed
4.3 Finalize CIO home page design	Maria/Oscar	03/16/00	Started
4.4 Create CIO home page graphic	Maria/Oscar	03/16/00	Started
4.5 Develop CIO home page code/links	Johnny/John O	03/17/00	

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4.6 Final CIO Home page complete	Johnny/John O	03/17/00	
5 Complete Design of Intranet "Top Nav" Pages			
5.1 References tab	Maria/Oscar	03/14/00	Started
Design Reference page	Maria	03/14/00	
Code reference page	Johnny	03/14/00	
Identify directory names	Maria/Johnny/Debra	03/14/00	
5.2 People	Maria/Oscar	03/14/00	Started
Design People page	Maria/Oscar	03/14/00	
Code people page	Maria/Oscar	03/14/00	
Identify directory names	Maria/Johnny/Debra	03/14/00	
5.3 Feedback	Johnny/John O./Will	03/14/00	Started
Design Feedback page	Johnny/John O./Will	03/14/00	
Identify people to whom feedback will be sent	Johnny/John O./Will	03/14/00	
Identify comment form	Johnny/John O./Will	03/14/00	
Code feedback	Johnny/John O./Will	03/14/00	
Identify directory names	Maria/Johnny/Debra	03/14/00	
5.4 Site Map	Johnny/John O.	03/14/00	Started
Design Feedback page	Johnny/John O.	03/14/00	
Code site map	Johnny/John O.	03/14/00	
Identify directory names	Maria/Johnny/Debra	03/14/00	
5.5 Help	Will/Johnny	03/14/00	Started
Design help page	Will/Johnny	03/14/00	
Code help page	Will/Johnny	03/14/00	
Identify directory names	Maria/Johnny/Debra	03/14/00	
6 Complete Design of SFA Communications/COO page			
Design news page	Maria/Oscar	03/14/00	Started
Code news page	Maria/Oscar	03/14/00	
Identify directory names	Maria/Oscar	03/14/00	
7 Collect Content for Release 1.0 pages			
7.1 References tab	Jennifer	03/17/00	
Collect existing documents/links	Jennifer	03/17/00	

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Task	Responsibility	Date Due	Status
7.2 People	Jennifer	03/17/00	
Get organization charts from AC	Jennifer	03/17/00	
Populate content onto page	Jennifer	03/17/00	
7.3 Feedback	Johnny/John O	03/17/00	
Identify email addresses	Johnny/John O	03/17/00	
Populate content onto page	Johnny/John O	03/17/00	
7.4 Site Map	Johnny/John O/Will	03/17/00	
Site map content to be organized by Org index	Johnny/John O/Will	03/17/00	
Populate content onto page	Johnny/John O/Will	03/17/00	
7.5 Help	Will/Johnny	03/17/00	
Identify content for Help page	Will/Johnny	03/17/00	
Populate content onto page	Will/Johnny	03/17/00	
7.6 CIO Home page	Michelle	03/17/00	
Identify top stories	Michelle	03/17/00	
Identify link to Modernization Blueprint	Michelle	03/17/00	
Identify links to VDC information	Michelle	03/17/00	
Populate content onto page	Michelle	03/17/00	
7.7 SFA Communications/COO	Maria/Lisa Cain	03/17/00	
Collect press releases	Maria/Lisa Cain	03/17/00	
Collect news stories	Maria/Lisa Cain	03/17/00	
Collect announcements	Maria/Lisa Cain	03/17/00	
Populate content onto page	Johnny	03/17/00	
7 Perform testing			
7.1 Perform technical testing	Aaron	3/21-24	
Develop test scripts/functions to be tested	Aaron	3/21-24	
Perform technical testing	Aaron	3/21-24	
Perform network testing	Karen A.	3/21-24	
Perform server testing	Karen A.	3/21-24	
7.2 Perform user testing	Carole		
Design evaluation forms/parameters for comm	Carole		
Discuss with Karen Freeman -users testers	Carole	Completed	

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Task	Responsibility	Date Due	Status
Perform test with users	Carole		
8 Conduct Rational Rose Training Coordinate Rational Rose training	Samson Abebe	03/22/00	

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Issues

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Issues

Content Name Reference	Release 1.0	Content Description	Content Owner	Content Audience	Technology Required	X-Reference	Comments
		Forms Library Feedback Form	Webmaster	All Employees	Search Engine	Feedback	- Links to existing libraries
		Document Library Freedom of Information Act Organization Charts	Content Mgrs Contr & Acquisitions	All Employees All Employees All Employees	Search Engine Search Engine Search Engine	Channels/LOB org	- Links to existing libraries
		Vendor Contracts OMB Act NANFS	SFA Communications	All Employees All Employees All Employees	Search Engine Search Engine Search Engine	Contracts and Acq	
		Press Releases (Archives)	SFA Communications	All Employees	Search Engine	SFA Comms	
		SFA News (Archives)	SFA Communications	All Employees	Search Engine	SFA Comms	
People	1.0						
		Organization Charts. Personnel Directory	Content Managers	All Employees		Document Library Employee Svces	- These will need to be created for each organization
Search							
		Search Document Search	Webmaster	All Employees	Search Engine		
Help	1.0						
		User Help (Intranet) Application Documentation Application Standards Contact Information FAQs Problem Reporting	Webmaster Webmaster Webmaster Webmaster Webmaster	All Employees All Employees All Employees All Employees All Employees	Search Engine Search Engine	CIO CIO CIO FAQs, Doc Lib CIO	
SFA Communications/COO							
	1.0	Hot News	SFA Communications	All Employees	Database	Document Library	Popup window for announcements
	1.0	SFA News	SFA Communications	All Employees		Document Library	
		Press Releases	SFA Communications	All Employees		Document Library	
		Announcements Archives	SFA Communications	All Employees	Search Engine	Document Library	
		News Archives	SFA Communications	All Employees	Search Engine	Document Library	
	1.0	Success Stories	SFA Communications	All Employees			
		Student Success Stories	SFA Communications	All Employees			
		Employee Profiles	SFA Communications	All Employees			

Content Name	Release	Content Description	Content Owner	Content Audience	Technology Required	X-Reference	Comments
	1.0	Calendar of Events	SFA Communications	All Employees			
	1.0	Tip of the Week	Human Resources	All Employees			
	1.0	What's New on the Site	Webmaster	All Employees			
CIO	1.0						
		Help Desk FAQ's					
		Technical Top Stories					
		Vision					
		Career Planning					
		Training					
		Open Positions					
		IT organization					
		IT Standards					
		Technical Library/Hotlinks					
		VDC Operations Reports					
		Development/Architecture					
		IRB Activities					
		Modernization Program					
		IPT Documents					
		FMS					
		Modernization Blueprint (document)				Document Library	
Employee Services							
		Resource Scheduling					
		Education					
		Health					
		Flea Market					
		Bulletin Board Postings					
SFA University							
		Training					
		Course Listing	SFA University	All Employees			
		Schedules	SFA University	All Employees			
		Online Enrollment	SFA University	All Employees	Database		
		Organization/Contacts				People	
Students							
Schools							
Financial Partners							
Ombudsman							

Content Name	Release	Content Description	Content Owner	Content Audience	Technology Required	X-Reference	Comments
CFO		Budget Status					
Analysis		Performance Standards Five-year Performance Plan	Analysis	All Employees			
Human Resources							
Contracting and Acquisitions							