

Notes from Questions for FSA Communications Meeting on Oct 1, 2003

Attendees: Jill Mossman (BearingPoint employee representing FSA Security and Privacy Team), Chuck Tobler (BearingPoint employee representing FSA Security and Privacy Team), Tracey Martin (contractor representing FSA Communications-one of the website people), Brian Almeter (contractor representing FSA Communications-one of the website people)

Absent from the meeting, but associated with the project- Chris Greene, cube 114G2, ED employee in Communications group

Discuss making changes to existing FSA security site.- Jill gave Tracey the changes. She said the changes could be made and explained the change process to us.

When we want to make a change to the website, we go to Microsoft Outlook, go to Tools, Forms, and select FSAnet Content Form and fill out the form. We can attach updated documents to the form and FSA Communications will implement the changes.

What kind of support can Communications offer?

For Design? They will help us with the design of the site and will be able to help along the way.

For Coding? FSA Communications is responsible for the coding of the website. We give them the content and the layout ideas and they do the coding.

For Graphics? Graphics availability might be limited. They explained that before they redesigned the website, there were a lot of graphics and it was confusing users, so they are focusing on having less graphics. Graphics also take more time to code, depending of the graphics.

For Uploading? FSA Communications is responsible for uploading information to the website.

Are there any funding issues associated w/ upgrading the website? They are going to talk to Chris Greene about funding issues. Depending on how many pages there are, it may not cost anything. Graphics, like the Solution Life Cycle interactive graphic, might mean a cost.

Updates

How frequently would we be able to update the website? Changes can be made as frequently as we like. At FSA Communications, they divide the sites into different content managers and the content managers receive the FSAnet content forms from Microsoft Outlook and they then update the site. The changes usually go up pretty quickly.

Can they build a content management system for updating documents- some kind of interface? Not necessary due to the previous explanation about the updates.

Who would we work with when we have updates to the site? See the explanation about updates—either use the Outlook form or email fsacontent@ed.gov. They prefer us to use the form.

Testing

What would the testing process consist of? They have a test server that they could put the website up at and do testing.

What would you need from us for testing? FSA Communications employees could do navigational testing. It would be up to us to do the content testing.

How much time does it normally take for testing? It varies depending on the number of pages/content.

Content

Will you allow a live feed from the Internet, ex. Cybernet, etc.? They are going to check with Chris Greene on that question, but they think tentatively no.

Does everyone use the same browser or does it have to meet a certain browser? N/A

What would we have to do if anything for Section 508 compliance? They code the website for Section 508 compliance and it probably won't need 508 testing.

Can we use Dreamweaver? Yes. They also use this tool.

What's the URL for the site? N/A

After this process is completed, we might want to have the main FSA security link on the OCIO computer security site. Can you recommend whom we would talk to for discussing this issue? They don't know, note to self to follow up on the issue w/ Matt Baum or someone at the main Dept.

Discuss moving it further up so there are less clicks. Is this possible? Yes. We might be able to do the navigation so we can change the content on the side panels. They are going to check with Chris Greene.

Can we hyperlink to other Ed documentation? Yes.

Adobe 6.0- Are they going to allow us to download it to the Ed computers? Ever? N/A

We might like to have security software downloads available. Would this be possible? Maybe, they don't know. They'd have to discuss the issue. Users don't have admin rights to download, so they might not be able to download anything anyhow. We might just include a link with the downloads.

Discuss timelines.

We would like to roll out an initial version of the website by Nov 21. Is this feasible?
We probably can't get all of the content up by Nov 21. The Communications people are doing a big site and they will be done with that at the beginning of Nov.

Could we do the forms like they did on OCIO? Yes.
Are there any space (eg, storage) constraints?

What programming language/s are/can be used? N/A. FSA Communications will really be the ones worrying about that.

If they do graphics, discuss graphics we've been brainstorming. We discussed the idea of the Solution Lifecycle graphic and making it clickable. They said that might be an issue. It's something we'll have to revisit.

What's the best way to get you the content? Email using the form in Outlook.

How much do they want to be involved? See top of the sheet for more information.

We'd prefer more rather than less. They seemed amenable to that.

We'd love their help w/ designing also. Could they meet with us? Yes.

Could we include a link from the training tab to our security training?

Could we include a link to our site from Tech Center? Maybe, yes. They'll check with Chris about that.

Could we include a link to our forms page from the Forms tab? Yes. They can do the forms like at OCIO.

Can we have different nested menus? This could be a problem with Section 508. Nested menus are hard for screen readers to translate. We'll probably have to use an alternative.

Can we do a bulletin board? Maybe, but probably not.

How do they want us to draw out the layout/ map out the architecture? No specific preference, they could probably help us.

Can we have the links open in different windows? Ex. w/ the NIST docs. Shouldn't be a problem.

FSAnet also features an acronym link under the search tab. FSA Communications said they think we can add more acronyms that are security specific to the acronym link. Chuck has a list that he has been generating that we'll review and give to them.