

DISCOVERY & PROJECT INITIATION		Who	Est. Date	✓ Done
1.	Website Intake Form Completed	Agency		
2.	Bid created / submitted / approved	MN.IT/Agency		
3.	Contract signed	Agency		
4.	Notify MN.IT PM of project initiation	MN.IT		
5.	Activate in Sciforma tracking tool <ul style="list-style-type: none"> <li>Project number for time tracking</li> <li>Project added to the Project Portfolio</li> <li>Project plan created and maintained</li> </ul>	MN.IT		
6.	Identify Users & Roles	Agency		
7.	Identify Workflow <ul style="list-style-type: none"> <li>Signoff</li> </ul>	MN.IT/Agency		
8.	Identify Migration Needs <ul style="list-style-type: none"> <li>Inventory &amp; clean up content to migrate</li> <li>Delete obsolete content before migration</li> </ul>	MN.IT/Agency		
9.	Gather additional requirements <ul style="list-style-type: none"> <li>Search</li> <li>Dynamic models, integrations, etc</li> </ul>	MN.IT/Agency		

ARCHITECTURE & BRANDING		Who	Est. Date	✓ Done
10.	Determine Information Architecture <ul style="list-style-type: none"> <li>Signoff</li> </ul>	MN.IT/Agency		
11.	Build Wireframes as needed <ul style="list-style-type: none"> <li><b>Test &amp; Refine</b></li> <li>Signoff</li> </ul>	MN.IT		
12.	Integrate Branding Requirements <ul style="list-style-type: none"> <li>Signoff</li> </ul>	MN.IT/Agency		
13.	Finalize all Requirements (from #9 above) <ul style="list-style-type: none"> <li>Signoff</li> </ul>	MN.IT/Agency		

WEBSITE DEVELOPMENT		Who	Est. Date	✓ Done
14.	Tridion QA publication set up <ul style="list-style-type: none"> <li>Create publication</li> <li>Define user groups</li> </ul>	MN.IT		
15.	Integrate Branding in QA <ul style="list-style-type: none"> <li>Signoff</li> </ul>	MN.IT		
16.	Build new schemas, templates, forms <ul style="list-style-type: none"> <li><b>Test &amp; Refine</b></li> </ul>	MN.IT		
17.	Build new Dynamic Publishing Models, Social Media, Calendars, Database integration, etc. <ul style="list-style-type: none"> <li><b>Test &amp; Refine</b></li> </ul>	MN.IT		

DEPLOY TO PRODUCTION		Who	Est. Date	✓ Done
18.	Port Publication to Production <ul style="list-style-type: none"> <li>Define user groups</li> <li>Create users</li> <li>Create Publishing targets (Stage &amp; Live)</li> </ul>	MN.IT		
19.	Migrate Content to Production	MN.IT		
20.	Initiate Firewall configuration process <ul style="list-style-type: none"> <li>Review and update migrated content</li> </ul>	MN.IT Agency		

TRAINING & DOCUMENTATION		Who	Est. Date	✓ Done
21.	Create/modify documentation for new features	MN.IT		
22.	Initial Training <ul style="list-style-type: none"> <li>Tridion Overview</li> <li>Metadata</li> <li>Hands-on</li> </ul>	MN.IT		

CONTENT CREATION & PAGE ASSEMBLY		Who	Est. Date	✓ Done
23.	Agency team builds site on Production Staging <ul style="list-style-type: none"> <li>Recommend all work together in one room for first 3-5 days</li> <li><b>Test &amp; Refine</b> as you go</li> </ul>	Agency		
24.	Follow-up Training & Support <ul style="list-style-type: none"> <li>Concurrent with site build above</li> <li>Hands-on with team during initial build</li> <li>Fix any glitches</li> </ul>	MN.IT		

GOING LIVE		Who	Est. Date	✓ Done
25.	Grant access to Live Publishing target	MN.IT		
26.	Publish to Live	Agency		
27.	<b>Test Live site</b> (allow 2-5 days) <ul style="list-style-type: none"> <li><i>Signoff</i></li> </ul>	Agency		
28.	Set up Search & test (allow 1-2 days)	MN.IT/Agency		
29.	Redirect URLs to new site	Agency (ticket)		
30.	Announce live site	Agency		
31.	Transition to Support	MN.IT/Agency		