



**E-Learning, Technology  
and Communications**  
UF | COLLEGE OF EDUCATION



# **Website Team**

**ONBOARDING QUESTIONS**

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# Onboarding Questions

## SOFTWARE BUILD

- Standalone application build outside of a website form.
  1. What is the timeline for this software build?
  2. What is the intended user base?
    - How large is the expected user base in year 1? Year 3?
    - Are the users public, or are they registered and managed? Do they self-register? Are there registration requirements?
  3. What is the target client platform you'd like the website to be built for?
    - Will it be accessible in several different formats?
  4. Does your project require the use of non-College of Education server resources?
  5. How much data will you be storing? This is a gross measure (10M? 5G? 3T?)
    - Is that data sensitive? FERPA? HIPAA?
  6. Is there a specific language / development environment we will need to build in?

## Software Development Process

### Phase 1: Initial Meetings

- Discuss software goals, timelines, audience type and expected volume over time
- Software goals will inform development details like: data storage, distribution platform(s), external services, etc.
- Expected audience volume impacts resource allocation (servers, bandwidth, etc)
- Phase 1 ends with initial development plan and beginnings of interface design

### Phase 2: Lining Up the Ducks

- Allocate and set up server resources and core software environment(s)
- Set up domain and certificates and data storage/link for server environments
- Finalize look and feel of application
- Map application functions and processes to interface counterparts
- Phase 2 ends with a detailed, written functional diagram of all application interactions with expected data and user activity and initial expectations of administrative backend tools with dates for development milestones

### **Phase 3: Cutting Our Teeth**

- Use application design to build out approved mockups
- Install and configure supplementary software as needed
- Build initial database schema and generate a sample data set for testing
- Write first versions of middleware and client-side scripting
- Set up initial user access restrictions
- Phase 3 - Ends with functional Alpha completion -- No serious feature changes or additions from here

### **Phase 4: The Big Grind**

- Collect and load all initial content from the primary stakeholders
- Modify features and interface as suggested by alpha-testing experiences
- Modify database schema as needed for desired reporting and output
- Continue refactoring and fine tuning features based on large scale testing
- Build out any user registration, administration, and security monitoring
- Perform a test migration to the firewalled production server
- Phase 4 ends with an unpolished, but fully functional Beta version with only minor content and/or style changes moving forward

### **Phase 5: Make It So**

- Final refactoring and bug extermination based on wider testing
- Final content and styling updates before launch
- Set up initial registered user list if needed along with any administrators
- Perform final migration to live environment and document update processes
- Training on back end functions and admin tools and reporting tools
- Public launch with active monitoring for any bugs or issues
- Phase 5 ends with the application launch operation transfer to client

# WEB APPLICATION BUILD

Web applications are more to serve a function rather than convey information. The focus of a web application is on interaction rather than information delivery. They are similar to software builds, but hosted on a website.

1. What is the timeline for the application build?
2. What is the intended user base for the web application? How large is the user base?
3. Does the application span one page or should it be managed on many pages?
4. Will the data need to be siloed in any way from users seeing one another's information or data?
5. Has any of the code work already been done?
  - Is there an example build completed? Alpha? Previous version?
  - What resources are required that will need to be conformed to?
  - Is there anyone we will need to coordinate with externally to this project?
6. Are there any dynamic visualizations that need to be created?
7. Will you be providing your own server space for the project or will we need to provide space for your project within our servers?
8. How much data will you be storing? Is it sensitive data?
9. Will you need reporting / admin tools for working with the collected data?
10. Is the site we're building the application into predesigned, or will we need to design the website as well?
11. Is there a brand design for the website or project currently?
12. Do you have a URL already?

# Website Application Process

## Phase 1:

- Determination of web application specifications and deliverables
- Application navigation determination
- URL decision-making and determination for location

## Phase 2:

- Web Application design and approval (two total rounds of revisions)

## Phase 3:

- Alpha design and function implementation (round 1 of 2 edits)
- Domain information gathering and site transfer information preparation

## Phase 4:

- Beta application design implementation
  - Final QA of application (round 2 of 2 edits)

## Phase 5:

- Final website application launch

# WEBSITE BUILD

Websites are more for conveying information.

1. Do you have a URL already or will we need to create or purchase one for you?
2. Do you have an existing brand design or style?
3. Do you have an idea of specific pages you want on your website?
4. Who is the audience of the website?
5. Will you provide your own content or will we need to provide content for you?
6. Is the website expected to be publicly available or restricted to registered people?

## Website Design Process

### Phase 1:

- Style guide design (two total rounds of revisions)
- Website navigation finalization
- URL decision-making and determination for location for website

### Phase 2:

- Website wireframes design and approval (two total rounds of revisions)

### Phase 3:

- Alpha website design implementation (round 1 of 2 edits)
- Domain information gathering and site transfer information preparation

### Phase 4:

- Beta website design implementation
  - Final QA of website (round 2 of 2 edits)

### Phase 5:

- Final website launch