

WEBSITE REFRESH

1

INITIAL MEETING

Meet with Communications to determine timeline, final review date and review the website refresh process.

2

SUBMIT A JIRA TICKET TO WTS

Indicate the exact date you would like WTS to apply the new template in Cascade.

3

PERFORM A WEBSITE REVIEW

Review your website, update content, delete broken links, resize images to fit new template.

4

DETERMINE NEW HOMEPAGE LAYOUT

Choose one out of the three options for new homepage layout, compile content, and banners.

5

NEW TEMPLATE

New template is applied by WTS, you will not be able to publish new content until website is ready for publishing.

6

UPDATE HOMEPAGE LAYOUT

Update homepage layout in Cascade (apply new blocks and add content).

7

REVIEW ENTIRE SITE

Review entire website in Cascade, update images, make formatting changes (accordion blocks, etc.).

8

TEST SERVER

Publish site to test server (Lightning) and review. Make change where necessary.

9

READY TO PUBLISH?

Send test link to Communications for final review and approval - on the date you identified in step 1.

10

PUBLISH WEBSITE

This must be complete outside of regular business hours - before 8:00 a.m. or after 4:30 p.m..