



Context and Purpose

The University is developing a new website template to be applied across all schools and colleges, with an initial plan to have the UCD Homepage and other top level pages in the new format by 1st September. The restructuring of the University will require other changes to be in place by 1st September, on a temporary basis, ahead of the roll-out of the new University template over the following months.

This briefing provides an overview of tasks required to reflect the 2015 restructuring on College and School websites for 1st September 2015 and subsequent developments to implement a new template across the University, College and School websites..

Scope

- **Phase I** - Revised UCD Homepage and “top - level” pages which will reflect new design and new structures in any College or School listings. Phase 1 may include integration of 1 College and 3 schools in the new design depending on project timeline (Details and timeline to be confirmed).
- **Phase II** - Temporary adjustments to existing College and School websites required for the September 1st Deadline. These changes are essential to ensure that the University represents its new structures accurately but should be kept to the minimum necessary to achieve this objective pending the development of new College and School websites in phase 3.
- **Phase III** - Permanent changes to reflect restructuring and the adoption of new website designs for Colleges and Schools. This phase will include roll-out of new designs and templates to all College and School websites in the period after September 2015.

Current Status

At the time of writing we are in the process of negotiating a final tender with a leading web development company for the delivery of a new set of designs and templates for the UCD Homepage, 1 College and 3 new School websites. These websites will serve as example websites for other College and Schools to follow in a phased roll-out from September 2015.

The design output of Phase I will inform Phase III with the final project output, new websites for all Colleges and Schools. These sites will be maintained as currently through Sitemanager, CMS. End User training will be provided throughout all project phases as required.

There are three Immediate requirements:

1) College and School New Website Focus Groups

Nominee from each College to take part in a focus group session **next Wednesday, 1st July 12.30 - 2.00pm in the Computer Centre**. The findings of this session will feed into the College and School Information Architecture and overall design. We need as a minimum a representative from each College and also the 3 Schools undergoing the most significant restructuring.



Schools

UCD School of Architecture, Planning and Environmental Policy
UCD School of Geography
UCD School of Social Policy, Social Work and Social Justice

Colleges:

UCD College of Arts and Humanities
UCD College of Business
UCD College of Engineering and Architecture
UCD College of Health and Agricultural Sciences
UCD College of Science
UCD College of Social Sciences and Law

2) College Content Coordinators

It may not be possible to complete new School websites by September 1st therefore some of this website development work may have to transfer to Phase II (existing website amendments).

In order to assess the range of website content changes at the College and School level it is essential to have a coordinator appointed at College level. This person would liaise with Schools and identify the unique set of content changes that are acceptable to reflect the new restructuring. IT Services will then be in a position to support School content authors in making the necessary site amendments.

3) All School Website Managers

We are asking College coordinators to identify changes for each school prior to 1st September that will be necessary so that these can be managed centrally. We would remind all schools of the need to prepare content for the new websites to be established in phase 3.