



GOING PACIFIC

As we migrate to the new Pacific platform, we will be using various terms associated with this project. This document will help you better understand the Pacific migration process.



CMS

A Content Management System is an essential tool for effective website management in a collaborative environment.

DRUPAL

Drupal is an open-source CMS that powers millions of websites and applications. The tool provides content creation, access control, editing, and other essential web maintenance abilities with minimal training.

PACIFIC

Pacific is the platform built on Drupal that is specific to our partner's website needs. Your website will be on the Pacific platform.

CIPM

Project Manager at Colorado Interactive (CI).

EPM

Entity Project Manager - the main point of contact at the government organization.

SPONSOR

Entity executive sponsor - leadership at the government organization overseeing the EPM.

PACIFIC PROJECT TEAM

The staff at Colorado Interactive and SIPA helping you migrate your website.

PACIFIC SURFER/CMS SPECIALIST

An on-site, trained staff member that will be available to assist you during the migration.

SITE MAP

A flowchart that organizes your website pages in a hierarchical fashion. We use Slickplan.

MINISITE ADMINS (MSA)

Minisite Admins (provisioned by Colorado Interactive staff) can change the site layout, color scheme, and home page. The Minisite Admin creates the Content Managers.

CONTENT MANAGERS (CM)

Content managers can only edit and update content on the site. There is no limit to the number of Content Managers.

Connect With Us

During this entire process, SIPA will be in constant communication with all partners. Visit the Going Pacific website for FAQs, training videos and other resources throughout the migration. Also, be sure to follow us on Twitter and Facebook for continual news and updates.





GOING PACIFIC

We are excited to continue our migration from FatWire to Drupal, the new content management system for the Colorado.gov websites. Within Drupal, we have built a platform that is specific to our partners' website needs. This is the Pacific platform.



HELPFUL TIPS DURING MIGRATION

POINT OF CONTACT

- Select a person to be the main point of contact. This person is the Entity Project Manager (EPM). During the migration, the EPM will spend a large portion of their time dedicated to this project.
- The project team will only communicate with the Entity Project Manager (EPM). The EPM will communicate to their team and staff. Sample communications will be provided to you.

SITE ORGANIZATION

- Audit your current website content and organize your data by getting rid of old documents, content and images.
- Organize discussions with 1 to 2 representatives from each department/division to review site maps.
- Create a site map with Slickplan. This will help to get leadership buy-in.

CONTENT STRATEGY

- The Pacific team will provide you with the book *Content Strategy For The Web*. This is a great resource for building good content.
- Conduct stakeholder interviews and post website surveys to gain feedback on your current site. Visit the tips & tricks page on Going Pacific website.

CONTENT MIGRATION

- Ensure ALL Content Minisite Admins and Content Managers review the trainings provided on the Going Pacific website.
- Host a "War Room" for content creation where resources can escape from their daily jobs and focus on the migration.
- Conduct lunch and learns to present the new website to staff while gathering feedback.

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WHAT TO EXPECT

www.colorado.gov/goingpacific

PACIFIC PROJECT TEAM ROLES

PROJECT INITIATION

- The Pacific Project Management team will host a kick-off meeting with EPM and sponsor to discuss project process, define requirements and scope of work.

STAKEHOLDER INTERVIEWS

- Pacific project team may attend stakeholder interview sessions to gather critical information about the sites.

SITE CREATION

- The Pacific team will issue sites and users upon completion of required documentation.

DESIGN

- The Pacific team will gather requirements to create a banner prototype if requested.

ENTITY ROLES

PROJECT INITIATION

- EPM will be responsible for introducing the project to the extended entity CMS team.

USER INTERVIEWS

- Identify users and other stakeholders from each department/division and conduct interviews to gain feedback on your current site.

SITE CREATION

- Site names will be provided to the Pacific team by the EPM.
- Using a site tool provided by the Pacific team, the entity will organize inventory and documents for their new sites.
- The EPM will be responsible for facilitating discussions with departments/divisions to review site maps.

TRAINING

- The Pacific team may host a live training session for all entity Minisite Admins and Content Managers to prepare them for content creation.
- Training videos and user guides are available on the Going Pacific website.

CONTENT CREATION

- A Pacific Surfer/CMS Specialist will be available to assist you with content migration.
- The Pacific team will participate in the functional design review with the EPM.

WEBSITE LAUNCH

- The Pacific team will officially launch the new website(s), re-direct all vanity URLs and decommission all old sites once all sites are live on the new Pacific platform.

DESIGN

- EPM acquires leadership buy-in and approval of the banner design and overall site design based on site maps.

TRAINING

- The EPM will be responsible for gathering resources and securing a room for training.

CONTENT CREATION

- There will be no automated content migration tool. You and your team will move all content to new site.
- The entity is responsible for creating content for each department/division as outlined by the site map.
- Set up the functional design review to scan website and modify inaccuracies with the Pacific team.

WEBSITE LAUNCH

- Present new website(s) to team members and staff.