



CDLE'S WAR ROOM EXPERIENCE

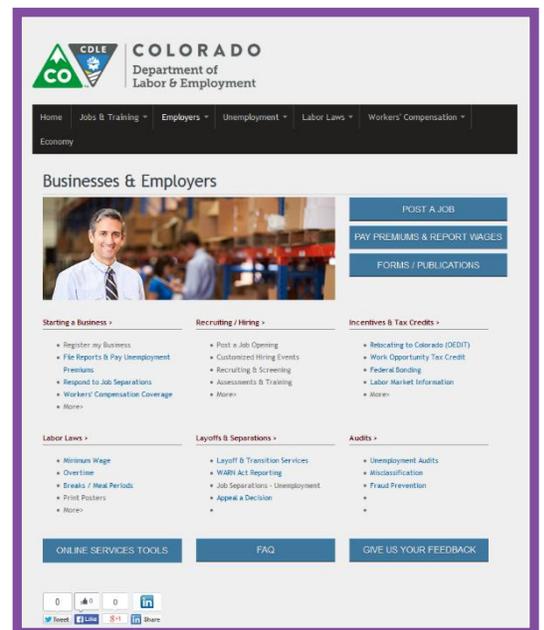


The Colorado Department of Labor and Employment (CDLE) participated in the Pilot Wave of the Pacific migration. Amanda Neal, CDLE's Entity Project Manager (EPM), and team lead a thorough content audit of CDLE's existing FatWire sites. The team spent the early months of the migration project meeting with stakeholders, analyzing audit results, rewriting content, designing prototypes, conducting focus groups, and collecting feedback to create a user-friendly website.

Getting an early start engaging stakeholders, assessing user experience, rewriting content, and designing layouts was vital to the War Room's success; your agency may similarly benefit from doing a thorough audit and analysis prior to the content migration period. CDLE created **431 pages and 70 other content types** during the two weeks and edited much more.

Date	Pages Edited	Other Content Edited	Avg. Number of People
Week 1 Totals	652	30	8
Week 2 Totals	374	29	7

Prior to the War Room, CDLE had rewritten most content and made it available via Google site, passed out an adopted site map, and had designers on hand to help with button creation, graphics, and overall styling. CDLE spent some time in the War Room collaborating best practices for storing documents, images, and appropriate heading sizes. Based on their experience, EPMs may consider establishing formatting standards and processes prior to beginning the War Room to increase efficiency. Information can be provided to your team with handouts, by posting it at the front of the room, or via Google site.



Colorado Interactive's (CI) project manager Jenni Frank and the Pacific Surfers will work with you to determine any possible gaps that could lead to disruption in your War Room.

