



USC DORNSIFE OFFICE OF CREATIVE CONTENT WEBSITE PROJECT UPDATE

Website Project Hub: dornsife.usc.edu/website-project

Contact: webproject@dornsife.usc.edu

Dear USC Dornsife faculty and staff,

Our goal is to keep you informed throughout the website redesign process. Here you will find more information about the next steps for the USC Dornsife website redesign project including:

- A **project timeline**
- ways to **prepare for the new site**
- and information about a **survey** we need all unit leaders to complete to confirm points of contact for the project and inform messaging on the new site.

Project timeline

We know many of you have questions about moving content to the new website and how the process will unfold. Here is a **general timeline for the project**, though dates are subject to change. The website project team will clearly communicate important dates and deadlines in advance.

2022

- **April:** Survey emailed to heads of departments, centers, institutes, programs and offices with a web presence on dornsife.usc.edu to identify project contacts and help guide site messaging. More details are below.
- **May to July:** Web project team begins content development for main site with Dornsife units
- **August:** Website design presentation
- **September:**

- Content management system (CMS) training
- New Wordpress content management system will open to website administrators to begin populating content for the new site. Redesigned pages will remain unpublished until site launch.
- **December:** Website testing

2023

- **January:** Website launch

Please note that website administrators will be able to begin moving content to the new Wordpress content management system (CMS) starting this September, but the new content will not go live until the redesigned site launches at the beginning of next year. The current site will remain live while the new website's CMS is being populated.

Also, **laboratory** and **personal websites** will be given additional time after the launch of the new site to move to the new CMS. We will provide instructions for how to do that.

Preparing for the new website

While the website is under construction there are a few things that website administrators can do to prepare:

- **Audit your current website:** Take inventory of what is publicly posted on your site, and make updates or deactivate outdated information. This will also ensure that you don't migrate outdated information to the new website. You may email webproject@dornsife.usc.edu to request a list of pages associated with your unit's site.
- **Archive old content:** Archiving content is **not required** but if there are items currently on your site that your unit would like to save such as images, documents, etc., you may consider saving them to a folder in **Google Drive** or a shared folder on the network. Be sure to grant access to the files to anyone else in your department who might need them.

Please take our survey

If you are a department chair or the head of a center, institute, office or program with a web presence on dornsife.usc.edu you should have received a **survey** to help our team determine who the **main points of contact** are for the web project. The survey also includes questions to help the web project team compose suggested **public-facing copy** on the new website. Unit leaders will approve any messaging composed by the Creative Content team.

If you are a unit leader with web presence on dornsife.usc.edu and have not yet filled out the questionnaire, you may do so **here**.

You may assign someone to complete the survey in your place. We will consider all submitted responses as approved by your unit.

Questions, comments?

All updates about the website redesign project are posted on our **project hub**, where you can also view our list of frequently asked questions. You may also send any questions to **webproject@dornsife.usc.edu**.

Thank you,

Michelle Boston
Associate Dean for Digital Content Strategy
Office of Creative Content

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Director of Business Intelligence and Strategy
Office of Advancement



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