



USC DORNSIFE OFFICE OF CREATIVE CONTENT WEBSITE PROJECT UPDATE

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

Contact: webproject@dornsife.usc.edu

WELCOME TO THE USC DORNSIFE WEBSITE REDESIGN PROJECT!

You have received this email because you have been assigned a role by your unit leader in our [website redesign project](#).

We are very excited to collaborate with you on developing an engaging, public-facing site for your department, office, program, center or institute. Your participation in this project is essential to the success of our new website, which will be launching at the beginning of 2023.

Please be sure to read all emails that come from the email address webproject@dornsife.usc.edu. We will share important information such as training dates, deadlines and more via email as well as on our project website and in our Slack channel, which you will be invited to join at a later date.

[View your project role here](#)

You may have roles with multiple Dornsife websites. To search the document, use Control + F (PC) or Command + F (Mac). Send any edits or updates to webproject@dornsife.usc.edu.

PROJECT ROLES

Here's what each role encompasses:

Content reviewer and approver

Typically a unit leader (e.g. department chair, institute director), content reviewer and approvers will sign off on content and copy for your unit's presence on the new website.

Web project ambassador

Website project ambassadors are the main points of contact and primary web administrators in each unit for the website project.

You will communicate between the Dornsife Creative Content team leaders and your unit, working directly on the new website, moving content from the old site to the new site, and building pages with guidance and support from the Creative Content team.

You will have opportunities to participate in training sessions for the new content management system (CMS), image selection, and more.

Website editor

Website editors will support your unit's web project ambassadors.

You will have access to edit your unit's website, and you will assist in building pages in the new content management system (CMS) and moving content from the old site to the new CMS.

You will have opportunities to participate in training sessions for the new CMS, image selection, and more.

TIMELINE

Here is a general overview of the project timeline. The Creative Content team will clearly communicate important dates and deadlines in advance.

2022

- **August:** Website design presentation for USC Dornsife community
- **September:**
 - CMS training
 - New Wordpress content management system will open to website ambassadors and editors to begin populating content for the new site. New pages will remain unpublished until site launch.
- **December:** Website testing

2023

- **January:** Website launch

Thank you for your participation in this project. We will be in touch with more details about next steps for the project as soon as they are available.

If you have any questions, please email webproject@dornsife.usc.edu.

Best,

Michelle Boston
Associate Dean for Digital Content Strategy



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