

Project Plan / Task List for Accessible Media Website

Order	Task	To be completed by	Status / Timeframe
1	Primary architecture & initial content on webstage.	Nathan Gilbert & Accessible Media Committee	Completed
2	Review Designing Accessible Content and Accessibility Tutorials and advise which to keep and which to move to new Help & Resources page as discussed in meeting on 1/15.	Nathan Gilbert	In-progress
3	Training needed. (Keith was not able to make it to the training held on Feb 4 th .)	Keith Elwell	To be scheduled.
4	Review Accessible Media at NECC (main page) and provide updated vision statement and any content edits.	Melba Acevedo, Susan Martin & Nathan Gilbert	Priority
	Content needed for Help & Resources page with links to videos, documents & tutorials.	Melba Acevedo & Susan Martin	Priority
	Content needed for Frequently Asked Questions page.	Melba Acevedo & Susan Martin	Priority
5	Add outstanding content to webstage.	Minh Le & Keith Elwell	Once outstanding content is provided.
6	Final review of webstage.	Melba Acevedo, Susan Martin & Nathan Gilbert	TBD – once updates are complete.
7	Schedule meeting to discuss updates, architecture, & discuss outstanding items that need to be completed.	Melba Acevedo, Susan Martin, Nathan Gilbert, Andrea M. & possibly Minh Le?	TBD – once review is complete. (<i>may not be needed.</i>)
8	Create pages on main website.	Andrea M.	Once final updates on webstage are complete.
9	Move content from webstage to public website.	Minh Le & Keith Elwell	TBD
10	Final review of public website.	Melba Acevedo, Susan Martin & Nathan Gilbert	TBD – once content is moved over from webstage.
11	Final updates.	Minh Le & Keith Elwell	TBD
12	Launch	Melba Acevedo, Susan Martin & Nathan Gilbert	TBD