

When starting a new online project there is a basic structure to the process or at least you might want to think about using one so that this project doesn't overwhelm you. Believe me, becoming overwhelmed by a project will happen before you know it unless you are following a process. The following work-flow strategies are just suggestions, so modify to meet your own needs. There are five stages of creating and sustaining a project.

1. **Planning**

What is your objective? Who is your audience? Where is the content coming from? Why are you doing it? What are the technical specifications? What is it going to look like? How are visitors going to navigate? These questions need to be answered before you do any other work. Your answers guide you through the rest of the process. The worksheets following this page can help with this process.

2. **Gathering**

This is the stage when you collect and organize all the content, including text, images, logos, contact info, assignments, calendars, student work...etc. Taking the time to get as much of your content in a binder on your desk or folder on your desktop will speed up the building process. Doing a good job here will help prevent a stalled project while you wait for someone else to get you files.

3. **Building**

Here is where we get down to work to build the web site, and Dreamweaver makes our work much easier. Most likely the greatest portion of the time spent on the project will be during this phase.

4. **Transferring**

The easiest part. Make all your work available for the world to see. The most common method of transferring your project to a Web server (host) is FTP. Dreamweaver can also handle this for us.

5. **Updating**

Keep your site current. There are some projects that may not ever need new information, but most sites benefit from current and regular updates.

Questionnaire

Title: _____

1. What is the purpose of your online project?
2. What are the main objectives?
 - A.
 - B.
 - C.
3. Who is your audience?
4. Why are they going to come to your site?
5. What level of computer/internet experience does your audience have?
6. What computers will be used to access your project? i.e.: school lab, home, Mac, Pc, old, new, monitor size, screen resolution, browser type... etc
7. What kind of Internet connection will they be using? i.e.: school lab t1, home dial up modem
8. Where will your project be hosted?
9. How will you upload your files to the host/web server?
10. If you will be using FTP:
Host name:
Directory:
Username:
Password:
Web Server Administrator:
Phone number:

Root Structure

***Use this page to plan the structure of your Root Folder.
Create lines to each page showing how they link together.***

Web Site _____

Web Author(s) _____

Look and Feel

Use this page design the “look and feel” of your pages. You may want to make two designs, one for the Index and one for all the other pages.

