



## SITE PURPOSE SURVEY : Web Services

1. What is the purpose of the site?

To educate current and future customers about the support, tools and services Web Services provides; to communicate MCPS web guidelines and strategy; to educate about web publishing best practices and new developments

2. Who is the intended audience?

New and future webmasters; existing webmasters; supervisors of webmasters; webmasters undergoing staff development training, site content managers

3. When does the site need to go live?

It's a replacement for an existing site. New site live by Oct. 1, 2003

4. Please describe the type and quantity of content you plan to publish to the site.

Possibilities include web pages, Adobe Acrobat PDFs, video clips, photos, illustrations, logos, charts and graphs, PowerPoint presentations. Will you need to involve other MCPS units to create content?

HTML pages, PDFs, forms, photos. No need for assistance. Electronic versions are available.

5. Will you require any technical support to provide interactivity, e.g. comment form, search engine?

No.

6. Who in your school or office will act as point of contact for user comments & questions? (His/her email address will be published on the site.)

Gail Horvath.

7. What is the intended lifespan of the site and will it continue to be updated?

For the foreseeable future. Yes, site will be updated.

8. If the site will be updated over time, who in your school or office will be responsible for updating?

Web Team staff members

9. Will there be foreign language content?

No

10. How will the site be advertised, e.g. web address included in print materials?

On home page, on Staff page, in print documents as appropriate.

11. Please share any other information concerning site goals, content, etc. that you believe is important to our understanding of the project.