

Develop guidelines for your site, outlining the goals and objectives you will set for yourself

### **Useability**

- Ease of adding new content, editing existing content and removing expired content
- Content editor should be WYSIWYG on all computers for contributors
- Page loads should be quick
- Top 3 user groups identified as church members, church staff, local community

### **Administration**

- Technology group will oversee site platform and functionality
- Staff will provide and maintain content
- Staff will review any content submitted by other users

### **Maintenance**

- Technology group will develop processes for preserving web site structure and content, with regular backups of data and pages
- Technology group will assist in developing documentation for the creation and maintenance of the site content by the staff
- Technology group will develop security measures to protect contents, copyrights, privacy, etc.

### **Platform**

- Current modules will be updated to provide needed functionality or improve performance and security of the website
- New modules will be evaluated and added to provide functionality not present in existing modules

### **Structure**

- Focus on the information being sought on the website, and the user groups visiting the site
- Evaluate usage by each group to determine effectiveness of design

### **Content**

- Present relevant content to each user group on a timely basis
- We will provide content categories appropriate for each user group
- Keep the content fresh
- Items submitted for inclusion may be edited for length and style
- We will respect the privacy of those represented on our site
- We will provide a secure environment on our website, and not expose our visitors to unnecessary risk
- We will observe all copyrights and trademarks

## **Style**

- This is the aesthetic component of our website
- We recognize our visitors will be viewing our pages in a variety of ways - we will work to keep our pages readable for many age groups and on many viewing platforms
- We will work to match the look of the website with the look of our printed materials, maintaining a consistent identity

Last modified on 2007/7/10 by [System](#)