Pre-Migration AEM Checklist

Before completing the Site Audit Survey, be sure you know the following information.

Departmental Information

1. Identify all staff that will need access to the site. Max – 5
2. Department site name (This title will show up in browser tabs):
3. Department url: lsa.umich.edu/__________

Design & Aesthetics

1. Do you want a background image in the footer and Audience menu?
2. Select a theme color.

3. You will need to provide Web Services with 3-5 images for the new Slideshow.

Events

The Web Services Team has partnered with Campus Information to pull in events from the main University events calendar. Departments will now enter all events (both departmental and public events) into the main events system. In order to begin adding events into the new calendar system, the department must first request a sponsor group.

If you are not already using the CIC calendar, follow the instructions below:

1. Go to events.umich.edu and click “Sign In” in the upper right corner.
2. Click on “My Groups” at the top of the page.
3. Next click on “Request a New Group” and fill in the group name accordingly (Best Practice is to use the formal name of your department – e.g "Department of Sociology").
4. Keep the group public. Click on Create.
Please note, you will not receive an e-mail confirmation about your request. However, we have noticed that the group will become active during the next business day. If you go back to events.umich.edu the next day, sign in the upper right corner, click on "My Groups" you should see your new group there.

Information Architecture
The new design allows for two navigation menus – an Audience menu and a Functional menu. The Audience menu is for content that is directly related to your external audience (current and prospective students, prospective faculty members, alumni, etc.). The Functional menu is for departmental information that is important to both external and internal users of your site.

Please take some time to think about how you would like your new site to be organized based upon the different navigation menus. Upload an outline for your new navigation. Include any sub menus you will need. The default menu items are listed below. If you need to change the default menu items, please indicate the changes in your outline:

Audience Menu

1) Undergraduate Students
2) Graduate Students
3) Faculty and Staff
4) Alumni and Friends

Functional Menu

1) About Us
2) Research
3) News and Events
   a) All News
      i) Search News
   b) All Events
      i) Search Events
4) People
   a) Faculty
   b) Graduate Students
   c) Staff
   d) Search People
Tags
The News, People, Fields of Study and Events pages utilize a tagging system to generate specific categories for each section (these are the sub menus in your current site). If you have indicated any sub menus for News, People and events in your new site hierarchy, your WCC will need to know what the appropriate tags are to generate these sub menus. Best practice is to be as general as you can with these tags (i.e., faculty news, grad student news, etc.).

News Tags Examples – Faculty, Undergraduate, Graduate, Awards, etc.

People Tags Examples – Faculty Administration, Staff, Graduate Students, Ph.D., Students, etc.

Fields of Study - Can also be called Research Areas, Areas of Interest, etc. Please indicate your preference in the Information Architecture.

Events*

*Please note that tags related to events will be housed in the Campus Information calendar. Your WCC will work with the department and Campus Information to ensure that all necessary tags will be available for your department if they are not already included.