
ANNEXURE F: GETTING STARTED – WEBISTE CHECKLIST

1 Getting started

To enable your website developer to get started, all you need to do is mark up one of the documents in the **'Typical Site Content'** section and the relevant sections of the **'Data structures'** document. Should you have existing documents, this will help you get going quicker, and they should also be supplied.

Setting up the site will be a two-step process: setting up the site with your organisational information, and then setting up the membership or registration database and functionality to manage applications, events and other processes required.

1.1 Step 1

The first step will be to gather and provide as much of the following information as possible:

- The organisation's official name, acronym and logo and your preferred colour scheme
- Vision, mission, objectives or similar, Constitution, Act if appropriate and Code of Conduct etc.
- Council details – including name, position and photo of each council member, and short profile if available
- Committee details if available
- High resolution photos for including in the website sliders – please note you will need publishing approval for any photos that you provide, otherwise you will be infringing copyright
- Benefits of membership, if such a document is in place
- Any special interest material that has already been written, e.g., about women in engineering, the participation of youth in the organisation, or specialist sub-discipline activities and views
- Newsletters, annual reports, and any other documentation of interest
- Details of any events planned and photos of events in the past
- Any recent news
- Location of the head office and any branch offices, if applicable

A developer will soon be able to populate a meaningful site for creating awareness about your organisation.

1.2 Step 2

The next step will be to set up the membership or registering body database, process for applying and using the database to manage communications and events. You will need to supply:

- Membership database export / latest spreadsheet of members or registered professionals
- Application forms and details of the registration/membership categories/grades
- Process of approving new applications, renewing registration or membership, and how fees are applied
- Process for registering for an event and issuing CPD or attendance certificates
- Any other processes which must be put in place
- Content will need to be written to explain the processes

2 The development process

The processes in step 2 will need to be comprehensively specified and debated with officials and members to ensure that the full functionality required is covered. Once the service provider has developed and installed a beta version, it will be important to harness relevant personnel and members to comprehensively test the system. Testing will be an iterative process, as the service provider may have not completely modelled the system requirements, or it may be found that steps were overlooked in the specification process. A process of updates and testing will need to take place until the system is robust and satisfies the organisation's requirements.

3 Access to the system and training

Be sure when negotiating with your service provider that the site is developed such that staff in the organisation can edit the membership and other data and add content to any of the pages as new information becomes available. Relying on a service provider to do this means that the site can often be out of date for periods while waiting for service providers to attend to requests.

Part of your agreement with the service provider should also include staff training on populating and managing the site.