TO: Cheri A. Folkner, CC:DA Chair

FROM: Patricia Hatch, CC:DA Webmaster

SUBJECT: CC:DA Webmaster Report, December 17, 2007

Here is the report of the CC:DA Webmaster. It is separated into two parts:

1. General Information

2. Task Force Review

1. General Information:

Patricia Hatch, Educational Technology & Communications Specialist, Harvard University Center for Workplace Development, was appointed the new CC:DA Webmaster as of October 12, 2007.

The webmaster will be working in close contact with Christine Taylor of ALCTS. We will be focusing on two areas this year:
- *Training*: Patricia is following up with Christine to be trained on how to create, edit, delete, etc. documents on the ALA Website.
- *Moving the CC:DA* Website to the ALA Server: This will be the major undertaking for the new webmaster this year. More details on this can be found throughout this document.

The webmaster is also coordinating work on the existing site with the previous webmaster, John Attig. John and I met "virtually" via a WebEx meeting on Friday, November 30 to review the existing site in detail. John has continued to update the site with meeting minutes and other documents to provide a template and workflow that I can follow. I am documenting these steps which will serve as a *Webmaster Manual* for the CC:DA site.

Over the course of the last three months, I have been working on a website inventory of the existing CC:DA website. This inventory is the first critical step toward migrating the site from the PSU server to the ALA server. An initial inventory of the site produced the following statistics:

.html pages: 301
.pdf documents: 265
.doc documents: 242
.txt documents: 2
.ppt documents: 2
799 External links

- This is a snapshot only; the site continues to grow as we receive documents from the Chair, Task Forces, and links to external documents such as the current RDA documents from the JSC.

As these statistics show, the site is enormous and moving the site will be no small undertaking. As a result, I am recommending that a task force be appointed to assist with this task. The task force can either be an extension of the existing Task Force on Internal/External Communication, or a task force devoted exclusively to the website migration project.

If the Committee opts to appoint a separate Task Force for Website Migration, I recommend that the task consists of no more than four people, and must include the ALCTS representative. I am also more than willing to work with the existing Internal/External Communications Task Force, though I am concerned that the website migration would fully take up this group's time and therefore limit the development of additional recommendations in the communications arena.

More details concerning what the Task Force (in whatever iteration) will need to consider can be found in the next section.

2. Task Force Review Proposal

The Task Force will need to work with the CC:DA Webmaster on the following issues in migrating the website from the PSU server to the ALA server:

A. Project Plan and Timeline for move
- When does site need to be moved?
- Set timeline for moving of .html, .pdf and .docs from site
- Can any documents on the existing site be moved to an archive?
- Freezing the PSU site while moving files—implications for document review
- Testing the new site once it has been moved to make sure all links work
- ALCTS Templates may not work with CC:DA site--what to do?

B. Communicating new domain name information to constituents
- Add redirect from PSU site to ALA site
- After testing, announce new site but do not take down PSU site for at least 1 week

C. Investigate the following with the assistance of ALCTS:
- Planned outages-how are these communicated to webmaster?
- Archive capabilities at ALA site
- Server dependability
- ALCTS Templates may not work with CC:DA site--what to do?
- Server scalability-this site is huge and will only continue to grow
- Technical support availability
- Availability of server to move/update files
- How to change website domain name registration from PSU to ALA?

Patricia Hatch
CC:DA Webmaster