FIRST VALLEY WEB
www.firstvalleywebdesign.com
firstvalleywebdesign@gmail.com

WEBSITE DEVELOPMENT PLAN

Organization/Client: Hilltown Cooperative Public Charter School	**Goal/Scope of Project**: Website design/construction Staff training in CMS

Contact: Dierdre Arthen	**Phone**: (413) 268-3421	**Email**: darthen@hilltowncharter.org
Completed by: Jeff Bucs	**Phone**: (413) 320-7819	**Email**: jtb152@gmail.com

Design Objectives

Content:
- **School documents**
- **Calendar (google?)**
- **Fundraiser**
- **School info: admissions, contact, etc.**

Functionality Needs:
- **Ongoing fundraiser (method of ordering pizza and paying online)**
- **Method of giving donations (payment online)**
- **Updated events on homepage**
- **Calendar**
- **Online auction**
- **Newsletter/blog**
- **"*constant contact*" (email)**
- **Responsive design: site designs accommodates different devices (ie. Pads, mobile devices, desktop, laptop)**

Design Ideas:
- **Navigation clear and concise on homepage**
  - **"quicklinks"**
  - **3-column lay-out**
  - **Navigation bar at the top of the page**
- **Slide show on home page emphasizing the school mission statement**

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Website Title:
Hilltown Cooperative Public Charter School

Subtitle/tagline: Engaging students in hands-on interdisciplinary learning and the arts. Creating an intimate community of students, staff, and families. Cultivating children's individual voices and respect for their world

Pages

Description	Priority	Content
Home Page		Clear navigation at top, middle, and bottom
Staff Page		Email links, information, picture
Links Pages		Teacher pages, educational resources

Special Functions

Page	Function Needed	Comments
Home Page	calendar	Possibly imbedded google calendar already using.
	Method of giving donations	payment online
	Updated events	Link to google calendar and method of adding events to personal google calendar
	Ongoing fundraiser	method of ordering pizza and paying online

Notes and Comments

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Schedule/Next Steps
Disclaimer: Any proposed timeline in the *web design process* is subject to change according to the needs of the project.

Action/Goal	Projected Date/Proposed Deadline
Send 2 - 3 designs to Dierdre for review and consultation	Friday, October 11th
Set up core functionality of site (wordpress template)	Friday, October 11th
Decision on design	
Put site online (**not** hilltown's url) to test and review for final adjustments	
Discuss and decide about hosting service	
Put site up on http://www.hilltowncharter.org/	
Begin staff training on website	