

Project Brief

Name of the project	e-SHINe project
Managed by	e-SHINe Working Group
Start date	3 rd October 2008 (SHINe Away Day)
Anticipated end date	1st May 2008
Completed date	

Brief details of project (including objectives)

The e-SHINe project will develop a new website for SHINe which will be the main communication tool for SHINe both internally and externally. The website should:

- Represent a clear message about what SHINe is and what it does
- Enable the organisation to communicate more effectively with its membership
- Encourage new members to join
- Facilitate the continuous professional development of SHINe members and enable them to contribute to SHINe
- Be easy to use and easy to maintain

Brief details of method (how you do it)

The e-SHINe project group will draw up a website requirements document and site structure outline for the new website. External web design companies will be approached and invited to bid for the design and build of the website (including a content management system). The SHINe Committee will need to approve funding before work can begin. Some existing content will be copied from the current website. New content will be supplied by the Committee, the Working Groups and the e-SHINe group. Agreed members will need to be trained on the new content management system.

Outcomes and deliverables

The e-SHINe project has the ability to achieve a number of positive outcomes:

A website with a supporting content management system that is easy to update and maintain by SHINe members.

A website that reflects what SHINe is about and makes it easy for members, potential members and the wider library community to find the information they need.

Makes existing information content more readily available.

Enable committee and working groups to work more effectively together and interact with the membership.

Milestones & Key dates (important points on delivery)

- Project brief agreed **Nov 2008**
- Requirements document & plan for site structure completed **Dec 2008**
- Contact 3 external web design companies – send requirements document and set up meeting **Dec 2008/Jan 2009**
- Get quotations and make a recommendation to the Committee **Jan 2009**
- Committee approve expenditure **Jan 2009**
- Development & build of the site **Feb/March 2009**
- Gather/write content and populate the site **Feb/March 2009**
- Training on the Content Management System for agreed members **March 2009**
- Closure of old site and transfer of URL **March 2009**
- Launch of new site/marketing **March/April 2009**

Financial stuff (estimates and details of subcontractors)

Quotations will be obtained from three external web design companies recommended by SHINE members. Expenditure will need to be approved by Committee.

Risks

Logo design competition (?) may impact timescales

Financial risks – if all 3 quotations too expensive

Content gathering may impact timescales. Depends how much content can be transferred from existing site and how much to be written from scratch.

Redesign of Union List database site outwith this project's control – may incur extra costs?

Functionality/online availability of SHINE membership database

Some desired features of the site may not be possible – for accessibility, technical or financial reasons. May need to compromise.

Benefits realisation

The new website will have an immediate impact on the successful running of SHINE as an organisation, facilitating and simplifying the administrative work of the Committee and the Working Groups.

SHINE members will see an immediate benefit in being able to access membership information and professional development resources more easily. They will also be able to network and contribute to the organisation more easily.