Carnegie Mellon University

CMS Transition to v5 Templates: Manual Rebuild Checklist
3/17/17

Manual Rebuild: Starting your site from scratch with the new design.

Before Site Creation

CMS Site Sponsors & Leads

- Submit site transition choice via the web form (**Deadline**: April 17, 2017)
- Plan staff & resources for building a site from scratch
- Register for workshops (optional)*
- Review the CMS Demo site as well as new training and resource materials on the Web Resource site*

- Sites will be scheduled for manual rebuild in phases. Computing Services will communicate the date and details of the creation of the new site 2 weeks in advance.

During Site Creation

CMS Site Leads & Users

- Download version 4 site backup from the Box link provided by the Computing Services team
- Create, review & finalize a content plan
- Refine existing copy and create new site copy as needed
- Gather additional photography (optional)*
- Manually build all pages
- Add 3rd party analytics code to site setup block (optional)*
- Proofread and test all pages
- Review site on staging server with your team and site stakeholders
- Plan any necessary URL redirects
- Submit a publish request at least 10 business days before the desired live date. Indicate if you would like the Online Strategy team to review the site prior to launch. Include specifications for redirects. (**Deadline**: October 1, 2017)
- Bring unresolved questions to office hours (optional)

After Site Publish

CMS Site Leads & Users

- Check broken links and make fixes (optional)*
- Verify that data is being sent to any additional analytics tools (optional)*

Important Notes

- Pages cannot be copied between v4 and v5 websites. All files must be downloaded and uploaded from the site backup provided via Box. Text will need to be manually copied and pasted into the new site.

- Once a new site is created, the content will need to be managed in both the v4 and v5 sites until the v5 site goes live. To avoid duplicative work, we recommend publishing as soon as possible.

- For help, contact the Computing Services Help Center at 412-268-4357 (HELP) or it-help@cmu.edu.

The Web Resource Site, which will feature documentation, training materials, photography resources and workshop details will be published in April.