

Web Development Client Consultation



DIOCESAN PUBLICATIONS
One God. One Church. One Company.

Date 7/26/17

Phone #

* (90A) 610-1694 CELL

Consultation Length

(90A) 330-0138 x107 M-W ONLY

Client / Parish

(Location)

Primary Contact

(Role / Position)

ST JOHN PAUL II
CATHOLIC CHURCH

PONTE VEDRA, FL

JOANN KACZOROWSKI

BULLETIN EDITOR

Consultation by (Designer)

Est. Date (1st Proof)

Date Live (Preferred)

Date Live (Absolute)

KEVIN FERGUSON

6 WEEKS

MID SEPT 2017

Bulletin Subscriber

Budget

myParish App Subscriber

PDS Software Client

1333

☒ Allowance \$ 5000

☒ Yes (Free to bulletin subscribers)

☒ Yes - FAMILY REGISTRATION

☐ Direct (Cash)

- PER JOHNCARDENAS
(VERBAL 7/20/17)
- CONFIRMED BY JOANNE
(7/26/17)

☐ No

☐ No - RELIGIOUS REC

For Internal Follow-up

Estimate

Sent to (Client Name)

- SAVE REMAINDER FOR
ADDITIONAL DEVELOPMENT (PER JOANNE 7/26/17)

Sent (Date)

Estimate Type

Approved (Date and Name)

\$ 2800-3150

JOANN K.

7/26/17

☐ PDF ☐ Email ☒ Verbal

7/26/17 JOANN K.

AG-AS #15

Multisite ☐ Yes ☐ Yes (Update church only) ☒ No

Current Website Type ☒ Wordpress ☐ PHP/HTML ☐ Joomla

☐ Other CURRENT DPI SITE

Current Website Address (Parish)

Current Website Address (School)

WWW.STJP2.NET

WWW.STJP2ELC.NET

← TO MATCH

New Address (Parish) ☐ Yes ☒ No

New Address (School) ☐ Yes ☒ No

(Ideas)

(Ideas)

Consultation with

(Role / Position)

Cluster ☐ Yes ☒ No

* Primary Name JOANN KACZOROWSKI

- BULLETIN ED

Email BULLETIN@STJP2.NET

- APP ADMIN

Phone SEE ABOVE - CELL

- WEB ADMIN

- OFFICE

Cluster Name

² Name

Email

Phone

Parishes in Cluster

(Website Address)

Name / Location

Name / Location

Name / Location

Name / Location

³ Name

Email

Phone

Web Development Client Consultation



Why are you interested in a new website and what are you looking to accomplish with it?

- UPDATE W/ NEW OPTIONS
- NEW LOOK TO MATCH ELC (EARLY LEARNING CENTER) SITE

How often and what areas are you expecting to use the most?

(Quick information areas like News and Events or page content?)

What do you want to improve on your current website?

- CLEAN UP
- SIMPLIFY, STREAMLINE

What is your focus and/or mission? Is the site more for current members and staff, or are you more evangelistic? Do you want to change this?

What is your identity? (Personality, purpose, etc...?)

- ACTIVE
- CONSERVATIVE

Number of pages on current site? (Rough estimate only)

25

What is unique about your parish? What attracts parishioners to you?

- FRIENDLY
- OPEN

Content migration (How much and type of content to move?)

ALL

Describe your audience:

- OVER 900 FAMILIES
- ALL AGES, BUT HEALTHY #S WITH
- ACTIVE, OVER 55
- KIDS, FAMILIES

Do you have a tagline, and if so, what is it?

"WHERE FRIENDS BECOME FAMILY"
- ADD TO HEADER IMAGE

How did you hear about Diocesan Publications?

- CURRENT CLIENT
- JOHN CARDENAS

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Current Website Access

Link DPI CLIENT
Username _____
Password _____

Domain Registrar ☐ Keep with Current ☒ New with DPI

Current Domain Registrar / Link DPI CLIENT
Username _____
Password _____

Hosting (\$20 month; billed annually at \$240 per year)

All of our sites include server maintenance and client support via phone and email.

Confirmed with client ☒ Yes ☐ No

- IN CONSULTATION (7/26/17)
- ALREADY BEING BILLED (PER J.P. 7/26/17)

Email Mgmt ☐ Yes (DPI to create new) ☒ No (Okay as-is) ☐ Not Sure

KEEP AS-IS

Current Email Type OUTLOOK

Notes _____

Current Technical Support Contact (Company or Individual)

Name US
Email _____
Phone _____

Slider ☐ Yes ☒ No ☐ Full ☐ Designer Discretion

Notes MATCH ELC SITE

- STATIC HEADER
- SLIDER BELOW

Image Gallery (Included) ☒ Multiple

Notes / Names _____

- ALREADY DONE

- ADD MORE IF IT HELPS
OR IF ACQUIRE NEW IMAGES
- NEW BUILDING?

Calendar(s)

How Many? 1

Names / Calendar ID(s) OFFICE @ STJP2.NET

Currently Using Google Calendar(s) ☒ Yes ☐ No

If "No," What Type? _____

Create New Google Calendar(s) ☒ Yes ☐ No

How Many? 1

Names ALTAR SERVER

- JOANNA TO CREATE AS SUB
OF OFFICE@STJP2.NET

Day of Week to Start on? ☒ Sun ☐ Mon

How Many People to Train? 2 JOANNE TRAINED

11/7/16

Parish Admin Access

1 generic user is automatically provided for all login purposes.

Do you require additional? ☐ Yes ☒ No How many? CURRENTLY...

User / Role JOAN KACZOROWSKI

User / Role DODI FLORA

User / Role _____

User / Role _____

Any users needing limited or special access? ☒ Yes ☐ No

User ALTAR SERVER - 1 PAGE ONLY

Limit To (Specific Page or Section) ALTAR SERVER @ STJP2.NET

User (TODD URATZYK)

Limit To (Specific Page or Section) YOUTH MINISTRY (EMAIL/USER)

- POSSIBLY AS
FULL CONTENT MANAGER
TO COME

Online Giving ☒ Yes (Already have) ☐ None (Please add) ☐ No

FAITH DIRECT

Multilingual Site ☐ Yes ☒ No

☐ Spanish ☐ Other Language(s) _____

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DIOCESAN PUBLICATIONS
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Site Navigation ☒ Horizontal ☐ Vertical

(About Us, Sacraments, Ministries, Faith Formation, Bulletins, Calendar, Contact Us, etc.)

- 1) _____
- 2) SAME AS CURRENT
- 3) _____
- 4) _____
- 5) _____
- 6) _____
- 7) _____
- 8) _____
- 9) _____

News and Events Categories

(Names: Parish News, Upcoming Events, News and Events, Weekly Happenings, etc.)

- 1) "PARISH NEWS & EVENTS"
- 2) _____
- 3) _____

Contact / Registration Forms (Generic)

(New Member, Sacraments, Server Schedules, etc.)

- 1) Contact Us
- 2) _____
- 3) _____

Contact / Registration Forms (Custom)

(New Member, Sacraments, Server Schedules, etc.)

- 1) - CCF OPEN REGISTRATION
(CHILDREN'S CATHOLIC FORMATION)
- 2) _____
- 3) - MINISTRY APPLICATION FORM
(JOANN TO PROVIDE ROUGH EXAMPLE)
CONVERT TO SUBMISSION FORM

"Official" Email Address to Use on Contact Form(s)

OFFICE @ STSP2.NET

Featured Items ☐ Icon ☐ Photo / Image ☐ Text Only

(Returning Members, "I'm New," Mass Times, Bulletins, News, Calendar, Giving, etc.)

- 1) MAIN (4 BOXES) BREAROUT
- 2) - MASS TIMES - CALENDAR
- 3) - BULLETINS (WHERE UNDER CONSTRUCTION IS)
- 4) - + 1-2 MORE
- 5) - REGISTRATION (?) - NEWS (WHERE MISSION STATEMENT IS: 1 PRIMARY/FULL ARTICLE; THEN 3-5 UNDERNEATH)
- 6) - OTHER
- 7) _____
- 8) _____
- 9) _____

Homilies ☐ Text Only ☐ Audio Only ☐ Text and Audio

(Names: Pastor's Corner, From the Father, Homilies, etc.)

- 1) NOTHING
- 2) _____
- 3) _____

Secondary or Third Party Links

(Local Diocese, USCCB, Daily Readings, Saint of the Day, FORM®, Radio, Webcam, etc.)

- | <u>FEEDS</u> | <u>LINKS</u> |
|-------------------------|---------------------------|
| <u>- VATICAN</u> | <u>- DIOCESE</u> |
| <u>- DAILY READINGS</u> | <u>- USCCB</u> |
| <u>- SAINT DAY</u> | <u>- OTHER</u> |
| <u>- PONTIFEX</u> | <u>FROM SITE (IF ANY)</u> |

Social Media ☒ Facebook ☐ Twitter ☐ Other

Footer

(Address, Map, Social Media, etc.)

- 1) MATCH ELL SITE
- 2) - PHONE - EMAIL (INSTEAD OF FAX) > BOTH BOLD #'S
- 3) _____

BULLETINS - MAKE FANCY, AT LEAST CURRENT ISSUE AS A THUMBNAIL.

- 12 WEEK ARCHIVE

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New Logo ☐ Yes ☒ No
 Text Only ☐ Yes ☐ No
 With Icon ☐ Yes ☐ No

New Logo Ideas

— FILES IN CLIENT FOLDER

| Logo / Branding (Colors) | Current / Church | New / School |
|--------------------------|------------------|-------------------------|
| Parish | KEEP AS-IS | |
| | | |
| School | | |
| | | |
| Other | | |
| | | |

| Logo / Branding (Ideas) | Current / Church | New / School |
|-------------------------|------------------|--------------|
| Parish | | |
| | | |
| School | | |
| | | |
| Other | | |
| | | |

Additional Website Ideas and Notes

* - OPENING NEW ELC AND SITE NEEDS TO MATCH THEIR WEBSITE. PER - FR. ED, PARISH COUNSEL, AND OFFICE MANAGER

* - TO MATCH WWW.STJP2ELC.NET

— "IN THE SAME FAMILY," "NOT CLONED"

— LIKE - 4 BUTTONS (ABOUT, STJPH, FACULTY AND LINKS)

— LINKABLE CROSS ICON (KEEP/USE SAME IMAGE)

— "TOOK US AND PUT US THROUGHOUT SITE"

— HEADER - NON-MOVING LIKE ELC

— NEEDS ADMINIMIZER

— JOANN STILL NEEDS TRAINING ON SLIDER. OKAY TO USE SIMPLER ONE BESIDES REVOLUTION.

— ABLE FOR PARISH TO UPDATE (DEVELOPER?)

Optional PDS Software Integration with Diocesan Websites

7/26/17 PER JOANN L.

(as of 4/5/17)

- **Church Office** ^{HAVE}
 - **Family Online Registration Form**
 - YES, AFTER CURRENT RECORD
 - Designed for allowing families the option to register or update their information with the parish and have the data feed directly into PDS.
 - The parish is alerted to the new information and has the option to officially approve the update.
 - PDS representative must coordinate with parish staff on exporting appropriate HTML file(s).
 - May be three individual ones or included in one file upon export from PDS.
- **Formation Office** ^{HAVE}
 - **Religious Ed Registration**
 - YES, AFTER CURRENT
 - Very similar to the family registration, this component feeds into the religious education module and allows for registering students for Religious Ed classes.
- **Facility Scheduler Room Request**
 - Allows access to submit a request to use a room or building for an event.
 - The facility Scheduler program is able to feed directly into its calendar via staff member approval.
- **Calendar**
 - In conjunction with the Facility Scheduler we can produce a simple HTML calendar or upload it to Google calendar.
- **Web Portals**
 - PDS also has two web portals which could theoretically integrate into a website, but would be less frequent.
 - **Directory**
 - Logging in with PDS credentials (generally by staff/volunteers), allows for viewing basic directory information about parishioners.
 - **Ministries**
 - Ministers, such as Eucharistic ministers, are able to log in to view, drop, or add assignments.