

Web Development Client Consultation



DIOCESAN PUBLICATIONS
One God. One Church. One Company.

Date 8/7/17 / 8/29/17

Phone #

Consultation Length

Client / Parish

(Location)

Primary Contact

(Role / Position)

ST. TIMOTHY CATHOLIC LUTZ, FL
EARLY CHILDHOOD LEARNING CENTER
(PRESCHOOL)

DAISY CINTRON DIRECTOR

Consultation by (Designer)

Est. Date (1st Proof)

Date Live (Preferred)

Date Live (Absolute)

KEVIN FERGUSON

END OF NOV

FIRST OF DEC
WEEK

(NEED FOR
REGISTRATION)

Bulletin Subscriber

Budget

0 # 1167

0 Allowance \$ - NO

NO ASSOCIATED
W/ ST. TIMOTHY PARISH

0 Direct (Cash)
- PARISH HAS
\$500 FROM
ALLOWANCE,
BUT DON'T
USE.

YES, INCLUDE
myParish App Subscriber

0 Yes (Free to bulletin subscribers)

0 No - PARISH IS
- SCHOOL NOT
YET

PDS Software Client

0 Yes PARISH

0 No SCHOOL

For Internal Follow-up

Estimate

Sent to (Client Name)

Sent (Date)

Estimate Type

Approved (Date and Name)

\$ 3500 AS TOP

DAISY

8/29/17

0 PDF 0 Email 0 Verbal
8/29/17 IN
CONSULTATION

PER DAISY 8/29/17
IN CONSULTATION

(MATCHES PARISH QUOTE
BUT, HOPEFULLY UNDER)

Multisite 0 Yes 0 Yes (Update church only) 0 No

Current Website Type 0 Wordpress 0 PHP/HTML 0 Joomla
0 Other ADobe CONTRIBUTE

Current Website Address (Parish)
PRESCHOOL

Current Website Address (School)
PARISH

WWW.STTIMSPRESCHOOL.COM

WWW.SAINTTIMS.ORG

New Address (Parish) 0 Yes 0 No

New Address (School) 0 Yes 0 No

(Ideas)

(Ideas)

Consultation with

(Role / Position)

Cluster 0 Yes 0 No

*Primary Name DAISY CINTRON @ SAINTTIMS.ORG

Email DAISY.CINTRON@STTIMS.ORG

Phone (813) 968-4857 OFFICE

(813) 404-2853 CELL

2) Name

Email

Phone

3) Name

Email

Phone

Cluster Name

Parishes in Cluster

(Website Address)

Name / Location

Name / Location

Name / Location

Name / Location

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* QUESTIONNAIRE IN CLIENT FOLDER

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

- ABLE TO EDIT ON OWN
- INFO FOR PARENTS
- LINK TO REGISTRATION

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

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

- REGISTRATION
- INFO ABOUT CLASSES
- LOCATION
- TUITION

What do you want to improve on your current website?

- EASE OF USE
- ABLE TO ACCESS/EDIT CONTENT IMMEDIATELY

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?

- PROVIDE NURTURING & STIMULATING ENVIRONMENT THAT PROMOTES A CHILD'S GROWTH IN:
 - SPIRITUAL
 - PHYSICAL
 - EMOTIONAL
 - COGNITIVE
 - SOCIAL

DEVELOPMENT

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

- PRESCHOOL

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

~ 7

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

- NURTURING ENVIRONMENT FOR CHILDREN 2-5
- CHILDCARE AGE RANGE
- LOCATION TO LOCAL SCHOOLS

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

ALL

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

Describe your audience:

- PARENTS IN NEED OF CHILDCARE - FULL TIME
- PART TIME
- FLEXIBLE

How did you hear about Diocesan Publications?

- PARISH IS BULLETIN, APP & PDS CLIENT

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Current Website Access

Link THROUGH ADULT CONTRIBUTOR
Username /
Password /

Domain Registrar

☐ Keep with Current ☒ New with DPI

Current Domain Registrar / Link GOODRACY
Username /
Password YES, MOUTH TO US

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
\$20/mo 5/29/17

Email Mgmt

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

Current Email Type /
Notes /

Current Technical Support Contact (Company or Individual)

Name HENRY HURST ("HANK")
Email /
Phone /

Slider

☒ Yes ☐ No ☐ Full ☐ Designer Discretion

Notes MITCHELL PARISH

Image Gallery (Included)

☒ Multiple

Notes / Names /

Calendar(s)

How Many? ONE (PDF)

Names / Calendar ID(s) /

Currently Using Google Calendar(s) ☐ Yes ☒ No

If "No," What Type? /

Create New Google Calendar(s) ☒ Yes ☐ No

How Many? I FOR NOW

Names /

ST TMS PRESCHOOL@GMAIL.COM (ALREADY HAVE)

Day of Week to Start on? ☒ Sun ☐ Mon

How Many People to Train? 1

Parish Admin Access

1 generic user is automatically provided for all login purposes.

Do you require additional? ☐ Yes ☒ No How many? /

User / Role ADMIN (Daisy)

User / Role /

User / Role /

User / Role /

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

User /

Limit To (Specific Page or Section) /

User /

Limit To (Specific Page or Section) /

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

Multilingual Site ☒ Yes ☐ No

☒ Spanish ☐ Other Language(s) /

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MAKE VISIBLE, NOT LIKE PARISH SITE

Site Navigation

☒ Horizontal ☐ Vertical ~~OTHER~~

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

- 1) _____
- 2) ABOUT US + CURRENT
- 3) CLASSES
- 4) REGISTRATION
- 5) LOCATION
- 6) _____
- 7) _____
- 8) NEW TO COME
- 9) _____

Featured Items

☐ Icon ☐ Photo/Image ☐ Text Only

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

- 1) _____
- 2) NEWS AND EVENTS
- 3) CALENDAR
- 4) PHOTOS / GALLERY
- 5) APP MESSAGE
- 6) REGISTRATION
- 7) _____
- 8) TABS(?) ABOUT | PHILOSOPHY
- 9) MISSION | ~~BOOK~~

News and Events Categories

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

- 1) NEWS AND EVENT
- 2) _____
- 3) _____

Homilies

☐ Text Only ☐ Audio Only ☐ Text and Audio

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

- 1) _____
- 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) CUSTOM REGISTRATION — INCLUDE
DATABASE
(CONTACT DB)
FOR EXPORT
OPTIONS - EXCEL
- ETC
- 2) _____
- 3) _____

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

PRESCHOOL @ SAINTTIMS-OTCO

Secondary or Third Party Links

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

- PARISH - MTC TAMPA (WILL ASK)
- EARLY LEARNING COLLECTION (VPR)

Social Media

☒ Facebook ☐ Twitter ☐ Other

SMALLER, THIRD PARTY LINK ONLY

Footer

(Address, Map, Social Media, etc.)

- 1) MAIN INFO - ADDRESS
- NUMBERS
- 2) _____
- 3) GENERAL INFO TEXT
FROM CURRENT HOMEPAGE

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

New Logo Ideas

— UPDATE CURRENT ONE
— MODERNIZE IT,
— BUT SAME LOOK/LAYOUT

Logo / Branding (Colors)	Current / Church	New / School	Logo / Branding (Ideas)	Current / Church	New / School
Parish		USE - PRIMARY COLORS — TIES INTO PRESCHOOL	Parish	— DAISY LIKES THE IDEA OF USING PRIMARY COLORS, BUT SCHOOL HAS "OFFICIAL" COLORS, PLUS GOING TOO MUCH INTO BRIGHT COLORS WOULD DISASSOCIATE FROM THE PARISH	
School		— OFFICIALLY — ROYAL BLUE — GOLD	School	— KEEP GOLD FROM PARISH SITE — THEN USE ROYAL BLUE — OR PRIMARY COLORS SOMEHOW	
Other			Other		

Additional Website Ideas and Notes

— LIMIT SCROLLING
— TIE REGISTRATION & TUITION INTO ONE PAGE (?) ~~USE~~ USES HENRY HURST
— NO TEACHER PAGES
— JUST DAISY AS WEB ADMIN
— ~~OPTION~~ OPTION FOR PASSWORD PROTECTED — YES
— SETUP DROPBOX. ✓ DONE 5/30/17
— SHE IS OKAY W/ NEW PARISH SITE
— JUST MODIFY TOWARDS THE
— SITE NAV — USE STANDARD HORIZONTAL
— LIKES UPCOMING — EVENTS, CALENDAR, APP
— QUICK LINKS