### Problem statement

How can a small library web team leverage free cloud-based tools to juggle an increasingly complex mixture of web projects, team members, project owners and project priorities?

### Tool: Web projects blog
- Platform: intranet blog
- **Purpose**: 
  - Keep web stakeholders in the loop
  - Ask for feedback or comment
  - Enhance buy-in and transparency
- **What it contains**: 
  - Project updates, including maintenance on existing projects
  - Solicitation for feedback or comment on proposed changes
  - Any other relevant FYIs re: the web environment
  - Team updates - personnel changes, professional development, etc.

### Tool: Web projects list
- Platform: Google Docs
- **Purpose**: 
  - Show status of all web projects
  - Give general idea of web team workload
  - Help administrators and web team determine where new project priorities fall
  - Manage time in short- and long-term
- **What it contains**: 
  - List of all current projects (none too small)
  - Project name and short description
  - Priority: A - high, B - medium, C - low
  - Status: pending, administrative review, underway, complete, etc.
  - Others: estimated completion date; project lead; project owner

### For each project: keep one Google Docs spreadsheet, linked from projects list spreadsheet

### Project requirements list
- **Sheet in project document**
- **Purpose**: 
  - Clarify scope and business needs of project
  - Communicate expectations of project owners and team members
  - Speed development time
  - Document questions about the project
- **What it contains**: 
  - Complexity will depend on size of the project.
  - For all projects: project title, short description, dependencies on other applications or databases?
  - Can also include info on user roles, rough functionality overview, rough database schema

### Project plan/timeline
- **Sheet in project document**
- **Purpose**: 
  - Break project into discrete tasks
  - Distribute work across team
  - Set milestones and deadlines
  - Communicate progress to project owners
- **What it contains**: 
  - Complexity will depend on size of the project
  - Task name, short description, and deliverable
  - Due date
  - Person responsible
  - Status: pending, underway, complete

### Launch checklist
- **Sheet in project document**
- **Purpose**: 
  - Ensure all moving parts are accounted for during a web project launch
  - Build user testing, accessibility, project owner signoff into development
  - Ensure consistency across web projects
  - Empower web team to launch projects quickly and efficiently
- **What it contains**: 
  - Depends on complexity and type of project.
  - Accessibility checklist
  - User, owner testing/signoff
  - Security evaluation
  - Steps necessary to make web application “live”