EMERGE Web Magazine

Web Magazine Team

Project Start: 2020-01-07

Display Week: 1

TASK	Notes	ASSIGNED TO	PROGRESS	START	END
Brainstorming & Planning					
Semester Plan	completed	All	100%	1-7-20	1-14-20
Determine theme, plug-ins, & budget	waiting approval on theme; plug in price are estimated	Kedice, Fiona, & Zabdel	90%	1-14-20	1-21-20
Officialize Mock-up	Due Monday; Finalize on Tuesday	All	90%	1-21-20	1-21-20
Install Theme & Delegate Web Pages	"Zeen Minimalism"	Zabdel (install theme), Kedice (Delegate Pages	25%	1-21-20	1-21-20
Create "coming soon"		anyone		1-21-20	1-21-20
Design Website Pages	Landing page will be needed?	All		1-21-20	2-4-20
Publish Website w/ Content		anyone		2-4-20	2-11-20
Sourcing & Inquiring Content					
Confirm news/story categories with EiCs		Kedice & Zoya	100%	1-21-20	1-21-20
Determine project scope of podcast	Questions: timeline, audio or video based? Or both? Will they provide episode description?	Kedice & Zoya	100%	1-21-20	1-21-20
Determine Scope of video documentary team		Kedice & Zoya	100%	1-21-20	1-21-20
Scheduling & Executing Content					
Publish one story for each journalisim category		Zoya/Kedice		2-4-20	3-31-20
Publish intro video & one documentary video				2-4-20	3-31-20
Publish episode 1 for the emerge podcast				1-21-20	3-31-20
Continue schedule every week	1 story for every category, 1 video, 1 episode			2-4-20	3-31-20
Maintenace & Functionality					
Check Hyperlinks		Zabdel		2-11-20	3-31-20
Update Plug-ins		Zabdel		2-11-20	3-31-20
Take note of any errors/bugs & Resolve		Zabdel		2-11-20	3-31-20
Check Accessibility		Zabdel		2-11-20	3-31-20

TASK	Notes	ASSIGNED TO	PROGRESS	START	END	Jan 6, 2020	Jan 13, 2020	Jan 20, 2020	Jan 27, 2020	Feb 3, 2020	Feb 10, 2020	Feb 17, 2020	Feb 24, 2020
Check & Ensure Responsiveness		Zabdel		2-11-20	3-31-20								
Analytics & Advertising													
Check analytics on weekly basis				2-11-20	3-31-20								
Check & Update SEO				2-11-20	3-31-20								
Review strategy with marketing teams and newsletter	check if they're doing it frequently enough, what platforms are being used etc			2-11-20	3-31-20								
Create a TV ad for GH				2-11-20	3-31-20								
Insert new rows ABOVE this one													