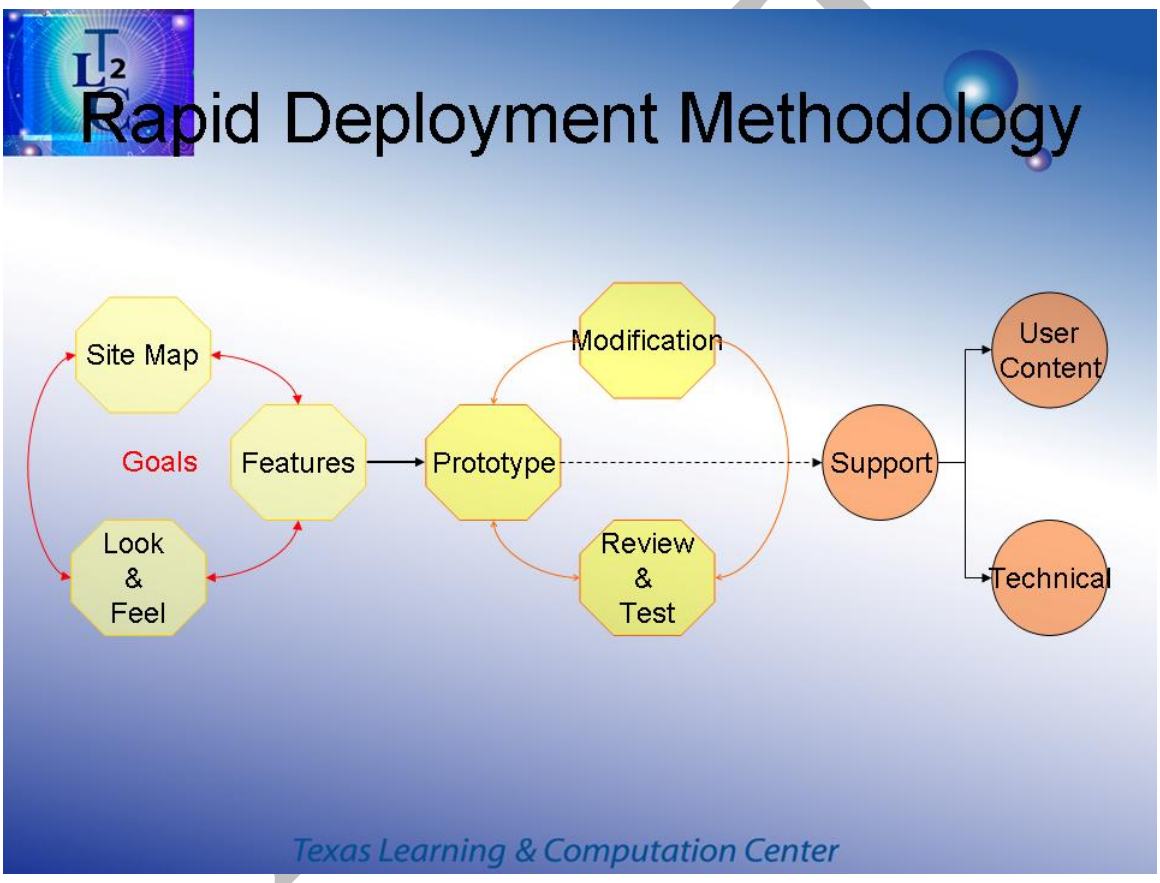
TLC2 Rapid Deployment Methodology (RDM)

In this model (RDM) the design and development processes are done interactively. A deployment project life cycle begins with identifying the need and meet with the stakeholders. The process is about identifying a need and deciding on a plan to meet the need. Ideally, it is best to have all the key people (the decision makers, the key stakeholders, and the people that are tasked with making it happen) together in a room to talk it out. Everyone hears what the rest of the group has to say - putting requirements out on the table, building an understanding of the deployment impacts, developing and rationalizing alternatives and ultimately building consensus on the plan.

Figure 1: TLC^2 RDM



The following are the three main stages in this model (figure 1):

DESIGN

Planning with deliverables of Portal Requirement document at minimum includes key desired features and can also include goals, site map, color schematics, look and feel layout. This stage can also involve the determination of objectives, alternatives and constraints. Once these are clear other elements will be considered such as identification and resolution of risks and evaluation of alternatives.

During this foundation stage it is important to understand that the web portal can continue to evolve over the life cycle, it is necessary that the general schema, technology issues and release strategy should be tackled up front. The key areas to be addressed during this phase would include: Functionality, Information transfer, Communications, Standards, Scope, Milestones, Schedule, Client and vendor Responsibilities, Reporting Mechanisms and Identifying Risk.

DEVELOPMENT/DEPLOYMENT

This is a iterative stage and is user driven. Usually at minimum the prototype should contain basic TLC2 templates elements and user provided contents. This is an iterative process and will depend on how much design information are provided and collected. The number of iterations will drop with a comprehensive description of the web portal. This is both a user and technical team driven process. Development and bug fixes will be driven by the inputs from user review and testing.

MAINTENANCE

Once the site is deployed, majority of the maintenance will be determined by the user who use the CMS interfaces to updates the web site. Few of the key tasks are: Deployment, Stress Testing and Benchmarking/Tuning, Maintenance and enhancements and Support.

TLC2 Web Deployment Guidelines

The following is a check list of guideline to help in the process of web development. The list of items required will be different on a case by case basis. At minimum we will require a documented user requirement before a delivery date can be determined.

1. User requirement meeting, determining scope
    a. Purpose and objective, target audience
    b. layout design, color scheme, (web site samples)
    c. site map
    d. team review & sign off
2. Technical Planning
    a. Determine scope (basic vs custom coding, level of complexity, …)
    b. Research the amount of custom coding
    c. Risk analysis
    d. Develop timeline and schedule task
    e. team review & sign off
3. User Preparation
    a. Site content
    b. Images
    c. Content owners
4. Review Prototype
    a. Id delivery dates
    b. As many time as required
    c. user tests
    d. bug fixes
    e. team review & sign off
5. Deploy final
    a. Content management
    b.
6. Maintenance and Support
    a. maintaining contents
    b. Technical bug fixes

Generic Portal Components

- News
- Events
- Calendar
- Publication
- Dynamic menu
- Slide shows
- poll
- quiz
- forum
- widgets
    - blur
    - slots
- web items
    - images
    - files
    - html
    - documents
    - folder
    - transparent folders
    - web pages (over 20 types of customizable temples)
- Custom codes
    - Paper submission
    - Workshop registrations
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