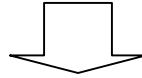


BACBC web site improvement project

1. Objective

- 1.1. Consolidate the current Alameda (<http://bacbc.org>) and San Leandro (<https://sites.google.com/a/bacbc.info/bacbc-sl/>) to a single site (<http://bacbc.org>)



(staging site: <http://jkc502001.wix.com/jkc502001>)

- 1.2. The web site should better represent our church
 - 1.2.1. Bilingual – both English & Chinese
 - 1.2.2. Give potential visitors an impression that reflects our church
- 1.3. Allows future growth for members login, members directory update, online church calendar, online offering, online event registrations, etc.

2. Migration implementation plan

- 2.1. Setup a staging web site
- 2.2. Web site will be primarily in English with appropriate contents in Chinese
 - 2.2.1. It will not be a symmetrical English and Chinese page by page
 - 2.2.2. Some pages in English will have a corresponding page in Chinese
 - 2.2.3. Some pages will be a single bilingual page with English & Chinese together
 - 2.2.4. Some pages will be in English only or in Chinese only
- 2.3. Alameda and San Leandro will both be represented in the same web site
- 2.4. Define the navigation menu, will remain fairly stable, will be bilingual



There will be six menu groups, each menu group has a “group” page.

The “Home” group page is the bacbc.org landing page.

- 2.5. Each menu group has a set of sub-pages.



The current proposal is limited to the above navigation structure, six group pages, 36 sub-pages.

- 2.6. Get agreement / approval on the above navigation structure for the initial roll-out
- 2.7. Engage the other volunteers and divide up the work to complete a staging web site
 - 2.7.1. Once assigned a page, volunteer should gather the appropriate info, construct the page according to the agreed upon guideline
 - 2.7.2. Tutorial meeting as necessary to get other volunteers to begin work
 - 2.7.3. Certain page such as media upload/download for sermons mp3 files needs more experiment and design, need to figure out the housing of mp3 files, and work flow from A/V recording to the web on a weekly basis
 - 2.7.4. Driving direction page needs some experiment on how to integrate to google map
 - 2.7.5. Pastors and Staffs pages require photo taking
 - 2.7.6. Many pages should be designed with appropriate photos, but following guideline
- 2.8. Engage church leaders to provide info, and assess the contents and web site aesthetic
- 2.9. Once the staging web site is close to complete, then focus on evaluation of vendors, such as SiteOrganic, Elexios, or staying with Wix.
- 2.10. Convert the staging web site to the selected vendor
- 2.11. Switch over to the new site, and retire the old sites

3. Menu group page and sub-page guideline

3.1. Each group page will be bilingual, for example, the Home group page:



3.2. Other group pages should start with a Title, for example:



3.3. Each sub-pages should start with a group and subpage title, for example:



Or with graphic as appropriate:



- 3.4. All photos uploaded should first be resized to appropriately to avoid excess page loading time
- 3.5. Adding new sub-page should be agreed upon or approved by some designated web team members
- 3.6. Adding new menu group requires more careful consideration
- 3.7. On an ongoing basis, certain church leader and web team members should be tasked to review page updates, especially Chinese translations