



**Ministry of Communications and Information**  
Website (HO) Administration Division

Project Briefing Notes

**HOME OFFICE WEBSITE OVERHAUL -- 2007**

Prepared for: Vice-Minister John Cervantes

Prepared by: Lord Montin, HG Liam; site designer

Date: 20 April 2007

**Background**

The Home Office website was originally designed by Liam Sinclair during his time as the first Deputy Vice-Minister of Communications and Information in mid-2005. The look and layout of the site has changed very little since that time, though its content has steadily increased. The site was initially meant to only provide an outlet for information coming from the Minister of State's office, though quickly expanded to provide public access to governmental reports and other key documents such as Royal Cabinet minutes of proceedings.

Since it went online, the website has received praise for its professional and clean appearance and, as such, it is not the intent of this overhaul project to alter its general appearance. Instead, this overhaul aims to update the content currently available on various pages throughout the site, as well as to add additional content. In 2006, daughter-sites were added for both the Ministry of Commerce and Industry and the Royal Security Police Service. This overhaul aims to provide a web-presence via the Home Office parent site for the remaining ministries, as well as to consolidate Home Office virtual property at the parent site where possible. This will include the long-awaited update and move of the antiquated Ministry of Communications and Information from its own domain.

The primary intent of this overhaul is to make the Home Office, including its many ministries and agencies, more accessible to the Gotzborg population, and provide an area where important Royal Government information is quickly and readily accessible.

At this time, no change in web-service provider ([geocities.com](http://geocities.com)) is planned. The overhaul will proceed under the direction of the site designer, HG Liam, with the approval of the Vice-Minister of State (C&I), John Cervantes.

## Goals

- Perform general maintenance on the current Home Office website. This includes updating information on pages that will not be altered in the overhaul to a more current state, as well as fixing any errors encountered in site mechanics.
- The major focus of this overhaul is on the redesign and enlargement of the “Organization” section of the parent site. First, the current “Organization” page of the site will have its contents erased and replaced with a flowchart-graphic that will be programmed with embedded hyperlinks to individual pages for each ministry. A brief description of the Home Office hierarchy will accompany the flowchart-graphic to complete the page.
  - As stated, each Ministry will be provided an individual page within the site (as an index page; for Ministry's with several projects, etc., additional pages will be linked from the index page). To ensure maximum efficiency, a template page will be designed and altered for each Ministry.
  - Where necessary, current pages that are best included within a certain Ministry's page-group will be moved, updated accordingly, and previous links adjusted to reflect the new location.
  - The Ministry of Commerce and Industry website, which is a daughter-site, will be taken offline and replaced with the template index page noted above to provide continuity. The Division acknowledges that the Commerce and Industry site was constructed through the issuance of public funds in a tendered process; however, it is the opinion of the Division that this overhaul cannot be a full success without the cessation of that daughter-site.
  - The Ministry of Communications and Information website that is currently hosted on its own domain ([geocities.com/dvmsci](http://geocities.com/dvmsci)) will be moved to the parent site ([geocities.com/gotzborghomeoffice](http://geocities.com/gotzborghomeoffice)). The old domain will be taken offline and the Ministry will be provided a template index page at the parent site.
  - Under the Ministry of Immigration and Human Resources page, to be developed as a part of this overhaul, government service records currently maintained by the Royal Chancellor will be provided in a more easily-accessible location. The current location of these records are in the Royal Chancellor's Office at the national forums. This page will also serve as a notice-board for employment opportunities within the Royal Government, replacing that portion of the “Press” section on the parent site.
- The “Programs” section of the parent site has never been developed since the site went online two-years ago. That section will be taken offline in this overhaul and replaced with a site-index which will provide for more efficient location of key pages for the public, as well as government officials.
- The “Minister” section of the site will be updated to reflect that the current Home Minister is HG Thomas and will be modified to include a historical record of past ministers and each's length of service.
- The “Press” section will remain largely unchanged in this overhaul with the only major change affecting the “Employment Opportunities” portion of the site as noted above. Similarly, no major changes are anticipated for the “Documents” section of the parent site.

## Schedule

Due to macronational scheduling commitments on the part of the site designer, this overhaul is anticipated to be completed by August 2007. Work on the project will commence by May 2007 pending the approval of the Vice-Minister. The following is an approximate timeline for the progress of the overhaul:

<b>General Maintenance</b>	<b>10 days</b>	<b>2007.05.01 08:00</b>	<b>2007.05.14 17:00</b>
<b>Organization</b>	<b>40 days</b>	<b>2007.05.11 08:00</b>	<b>2007.07.05 17:00</b>
Redesign "Organization" Page	1 day	2007.05.11 08:00	2007.05.11 17:00
Create Template Page	10 days	2007.05.14 08:00	2007.05.25 17:00
Decommission C&I Site	1 day	2007.05.28 08:00	2007.05.28 17:00
Decommission Com&Ind Site	1 day	2007.05.29 08:00	2007.05.29 17:00
Create Ministry Pages	25 days	2007.05.30 08:00	2007.07.03 17:00
Closing Tasks - "Organ." Section	2 days	2007.07.04 08:00	2007.07.05 17:00
<b>Create "Site Index" Section</b>	<b>5 days</b>	<b>2007.07.06 08:00</b>	<b>2007.07.12 17:00</b>
<b>Overhaul "Minister" Section</b>	<b>7 days</b>	<b>2007.07.16 08:00</b>	<b>2007.07.24 17:00</b>
<b>Closing Tasks - Full Site</b>	<b>6 days</b>	<b>2007.07.25 08:00</b>	<b>2007.08.01 17:00</b>

Note: All times reflect regular work hours (Lonenberg Standard Time)

Pending any unforeseen macronational events that divert attention, the Division believes that this timeline is reasonable and achievable. It is requested, however, that the Vice-Minister's Office undertake the necessary actions to notify other Royal Government bodies of the overhaul and insist that such bodies submit any information for the content update as quickly as possible, preferably by June 01, 2007.

Work may begin earlier depending on the date of receipt of approval from the Vice-Minister for this project.

# Briefing Ends

File: homeOffice--WebsiteRenovation2007