

NEW SITE LAUNCH ITINERARY

BUILDING A NEW SHAREPOINT SITE

-2 LAUNCH DAY

TASK DESCRIPTION	RESPONSIBLE	COMMENTS
1. Site build out is complete	Site owner	
2. Review and test site	Site owner	
3. Changes and revisions completed and tested	Site owner	No broken links
4. Submit request for all site URL redirects.	Site owner	http://ucdenver.edu/uws
5. Communicate launch with department and SharePoint administrator	Site owner	

-1 LAUNCH DAY

TASK DESCRIPTION	RESPONSIBLE	COMMENTS
1. Test site in all browsers	Site owner	Check links, formatting (CSS), images and navigation.

LAUNCH DAY

TASK DESCRIPTION	RESPONSIBLE	COMMENTS
1. Confirm URL redirects are working.	Site owner	
2. Publish new site		
3. Test site in Firefox. Ensure all content is published, anonymously accessible and links work.	Site owner	
4. Communicate launch of new site to stakeholders.	CMS Admin	SDAT, CIIT, CAC
5. Unpublish original content	Site owner	