

OCD IRELAND WEBSITE IMPLEMENTATION PLAN – VERSION 0.5

1 INTRODUCTION

This Implementation Plan describes how the redeveloped OCD Ireland Website will be deployed, installed and transitioned into an operational website. The plan contains an overview of the system, a brief description of the major tasks involved in the implementation, the overall resources needed to support the implementation effort, and any site-specific implementation requirements.

1.1 Purpose

The purpose of this website implementation is to install an upgraded OCD Ireland website phase 1 during Nov-Dec 2022.

1.2 System Overview

The OCD Ireland website has been rebuilt using a modern multi-purpose WordPress theme and given a new look and feel. It is planned to release the upgraded Website in phases, this being the first phase.

One of the main features to be included in this release is a calendar of events showing the date of meetings for OCD, TTM, BDD and Family, Friends & Carers group.

1.2.1 System Description

The OCD Ireland Website has been redeveloped using WordPress v6.0 CMS and it uses Elementor as the default page builder.

The Website uses the following plugins:

Elementor	The Elementor Website Builder has many features, including: drag and drop page builder, pixel perfect design, mobile responsive editing, and more.
Elementor Header & Footer Builder	This powerful plugin allows creating a custom header, footer with Elementor and displaying them on selected locations. You can also create custom Elementor blocks and place them anywhere on the website with a shortcode.
ElementsKit Lite	The most advanced addons for Elementor with tons of widgets, Header builder, Footer builder, Mega menu builder, layout pack and powerful custom controls.
Give - Donation Plugin	The most robust, flexible, and intuitive way to accept donations on WordPress.
Simple WordPress Membership	A flexible, well-supported, and easy-to-use WordPress membership plugin for offering free and premium content from your WordPress site.
Starter Templates	Starter Templates is all in one solution for complete starter sites, single page templates, blocks & images. This plugin offers the premium library of ready

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	templates & provides quick access to beautiful Pixabay images that can be imported in your website easily.
Templately	The Best Templates Cloud for Elementor & Gutenberg. Get access to stunning templates, WorkSpace, Cloud Library & many more.
The Events Calendar	The Events Calendar is a carefully crafted, extensible plugin that lets you easily share your events. Beautiful. Solid. Awesome.
WP Mail SMTP	Reconfigures the wp_mail() function to use Gmail/Mailgun/SendGrid/SMTP instead of the default mail() and creates an options page to manage the settings.
WPForms Lite	Beginner friendly WordPress contact form plugin. Use our Drag & Drop form builder to create your WordPress forms.

2 Implementation Plan Details

The subsequent sections provide a brief description of the implementation and major tasks involved.

2.1 Description of Implementation

Steps to implement:

- Set-up all upcoming support groups in the calendar.
- Carry out an Acceptance Test with OCD Ireland users and get sign-off
- Make a backup of the AWS staging site using All-in-One WP Migration and export to shared cloud storage
- Install WordPress v6.0 into live hosting area
- Import backup of AWS staging site.
- Set-up ssl is on the live site
- Set-up integration for the newsletter signup.

2.2 Points of Contact

This section identifies the titles and telephone numbers of the staff who serve as points of contact for the coordination of the system implementation.

ROLE	NAME	PHONE	EMAIL
Team Lead/Business Sponsor	Ian O'Brien	tba	tba

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Web Coordinator/Tester	Brendan Treacy	tba	tba
Web Developer	Edgars Becs	tba	tba
Web Developer	Paras Sood	tba	Tba

2.3 Major Tasks

This section provides a brief description of each major task required for the implementation of the website.

Task	Responsibility	Relative Due Date
Ensure Image Compatibility – Make sure each image is optimized and has the correct labels and alt tags for search engine optimization (SEO). Waiting to install plugin - can't install on AWS	EB	Before launch
Legal – Every website that uses cookies, or collects user information, needs to be aware of any legal requirements for user notification and consent. When contact us and newsletter sign-up form added then cookies will be needed	EB	Before launch
Proofread Your Content –Go through every page with a fine-toothed comb looking for spelling errors, typos, grammar issues, formatting issues, and general accuracy. IOB to raise issues in bug tracker Use WP-Membership to allow updates by OCD Irl users.	IOB/BT	Before launch
Responsive –Responsive web design uses CSS for a “fluid” layout that changes based on the screen size. Make sure that it actually works by checking it manually on different devices. Pretty good shape already but still more to be done by EB	EB/BT	Before launch
Security – WordPress should be up to date to avoid known vulnerabilities and all plugins need to be at latest version. SSL certificates should be added to provide a measure of trust for your customers and site visitors, and also need to be put in place to avoid being penalized or blocked by search engines and other web filters. SSL cert included with hosting	PS	Before launch

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WP-Security or Wordfence to be added		
<p>SEO and Metadata – Configure search engine optimization (SEO) plugin. Set up a favicon (the little logo that appears beside the site name or URL address in the browser) to complete your site's professional appearance. Use an online tool to check your website's SEO. While they are not always totally accurate, there are several free ones available that can do the basic job. Getting your search engine optimization right from the start for new websites is crucial.</p> <p>Yoast or 4in1SEO to be added Alttext to be added to images Keyword research may be needed</p>	EB/PS	Before launch
<p>Forms and Contact Points – If you get your site visitor all the way to the point of signing up or requesting a quote, only to encounter a broken form, the rest of your good work is squandered. Take the extra few minutes to make sure that doesn't happen by checking over your forms.</p> <p>Just contact form for go live May use forms7 instead of mailchimp - limit 1000 Supress for first release</p>	EB	Immediately after launch
<p>Links – Check any links embedded in your site manually as they are dependent on exact duplication of an address, which itself can change. Links can work in the middle of the site development process and then not at the end, creating a needless potential user experience failure. Use Google Webmaster Tools to point out any 404 errors or broken links. Also, for the best user experience, make sure company logos, headers, footers, and social icons all link correctly.</p> <p>Some links going to old website need to be fixed Links hidden for now</p>	BT	Immediately after launch
<p>Performance – A misconfigured plugin or an image embedded in the wrong size or format might not prevent the site from loading but could slow everything down so much that users abandon the site.</p> <p>Performance at the moment is 61% which is not great - it should go to up 80% when images are optimised and other changes are made</p>	EB/PS	Immediately after launch
<p>Testing – Carry out a final test of the website main functionality to ensure that all pages are displayed correctly, all navigation links bring user to the right</p>	BT	Immediately after launch

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<p>page, all forms function correctly and all call-to-action buttons work as expected.</p> <p>Send it to OCD group mailing list for Usability testing - initial reaction is that users are very happy with it and have some ideas for improvement.</p> <p>Check in other browsers (like Firefox and Edge) and mobile devices like Apple iPhone/Android for Compatibility testing</p>		
<p>Titles and Metadata – Page title tags and meta descriptions should be checked again once the process is complete. Because they need to be unique, keyword-based, and a certain length to show up properly in searches and links, they sometimes evolve with the site and each other.</p>	EB/PS	Immediately after launch
<p>Wordpress Automatic Updating – WordPress CMS installation and plugins should not update automatically but will be updated manually during quarterly maintenance.</p>	PS	1 Week after launch
<p>Backup – Once any final changes are made after the ‘immediately after launch’ tasks above are complete, take a full backup using ALL in ONE MIGRATION plugin or other trusted backup utility.</p> <p>Backup run and saved to BT local Onedrive account</p>	EB/BT	1 Week after launch
<p>Submit to Google - Make sure your website’s structure is set up for ideal search engine crawling by building and submitting your XML sitemap specifically.</p>	EB	1 Week after launch
<p>Launch Monitoring and Analytics – After submitting your site to Google, add Google Analytics to the pages of your site by embedding a short code snippet into your headers to track your traffic, and launch any other analytics tools you are using. Launching analytics tools may involve setting up filters or goals after adding the code to your site.</p>	EB/PS	1 Week after launch