

TIMELINE FOR TRANSITION TO NEW WEB SITE SOFTWARE – JOOMLA

Item	Early October	Mid October	Late October	Early November	Saturday 11/17
Review Transition Packet {Rector}					
Identify people from apostolate for various roles on the web site {Rector}					
Review Images User Guide {Images}					
Review User Guide for Web Site Editor {Web Site Editor}					
Obtain software to compress images {Images}					
Obtain software to upload images {images}					
Participate in training session {Images}					
Participate in training session {Web Site Editor}					
Confirm ability to perform editing tasks on web site {Web Site Editor}					
Review new web site for completeness and ready for transition {Apostolate}					
Transition to new web site software					