CEO Web Needs Assesment

Background:

The UF/IFAS Office of Information Technologies is examining the Internet presence of the Florida Cooperative County Extension Offices. Feedback is being sought from County Extension personnel as to how they use -- or would use -- Web Sites to promote and coordinate their local activities, and support county programs to identify the tools and training necessary to help develop and maintain Web Sites tailored to local needs.

In the past, many of these decisions were made by a group a well intentioned IT specialists. However, Web Site requirements will differ according to the requirements of the local offices. The immediate **goal** is to design and develop a series of templates adaptable to the CEOs individual needs and the tools and training to get them online quickly and easily.

While some offices already have a substantial Web presence, others don't have the personnel or equipment to develop these Sites independently. For counties without Web access, the results of face to face meetings with the county faculty and staff will help establish targets and develop a series of workshops. The purpose of the workshops is to develop and put online a County Office Web page, and to insure that the faculty and staff are trained to maintain it.

Although www services facilities are our intended main focus, this effort will identify other training needs are and other issues that, from the CEO perspective IT should be addressing.

Funding required:

None. Project will be carried out by current staff.

Benchmarks:

1. Needs assessment: Meet with faculty at county extension offices (April).

   - April 20, Columbia.
   - April 21, Gasdsden.
   - April 26, Sumter and Pasco.
   - April 27, Charlotte.
   - April 30, assessment of interactions with county faculty.

1. Completion of Betas for county review (May 26).
2. Meeting in GNV for final review (June 9).
3. Begin development of training materials(July 1).
4. Completion of Final Templates (July 7).
5. Publish final templates (July 14).
6. Completion of training materials (July 23).
7. Initiate training (July 28).