

CONSULTANT PROJECT WEBSITE GUIDANCE

- Coordinate project website development with IDOT Project Manager and IDOT Bureau of Communications.
 - i. District 1 – Vicky Czuprynski, Victoria.A.Czuprynski@Illinois.gov
 - ii. Districts 2 and 3 – Kris Owen, Kristophere.Owens@Illinois.gov
 - iii. Districts 4 and 5 – Kim Hoskins, Kimberly.Hoskins@Illinois.gov
 - iv. Districts 6 and 7 – Joe Schatteman, Joe.Schatteman@illinois.gov
 - v. Districts 8 and 9 – Dawn Johnson, Dawn.Johnson@Illinois.gov
- All websites must use HTTPS for access.
- Complete BIP130 – Website Accessibility Compliance Checklist checklist
- Work with District Project Manager to submit the BIP130 checklist to the Bureau of Information Processing (BIP) via IT Xpress (note: submission of one ticket will initiate the three actions below with BIP):
 - Review of BIP130 checklist
 - ADA Web Accessibility Scan
 - Requestor adds this portion of the request via the same IT Xpress ticket for the scan. Once BIP receives this ticket, they will coordinate with the Department of Innovation & Technology (DoIT) for action. Scan should be scheduled 60 to 90 days prior to production.
 - Recommend developer uses on-line tools (i.e., WAVE, Accessibility Insights for Web, etc.) to find common issues prior to scheduling scan with BIP/DoIT.
 - Ensure Adobe Analytics script below is copied and added to the website in the <HEAD> (header) tag of the main page. This is a mandatory requirement for use in tracking all web sites related to State of Illinois government. BIP will action when ticket is received.

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<script src="https://assets.adobedtm.com/c318d2739692/96e37aff7009/launch-4ef36d3c8aed.min.js" async></script>
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- Verify all e-mails generated from website inquires contain a project identifier.
- Develop plan if website administration duties are to be transitioned to another party as the project transitions to different phases.

- Develop a site decommissioning plan (end of life plan) for website.
 - Coordinate plan with IDOT Office of Communications and BIP.
 - Complete BIP decommissioning memorandum.
 - If website hosted outside of IDOT's server, plan should address bringing information or data back onto IDOT servers.