

TASK FORCE REPORT OF SEARCH FOR ALTERNATIVE WEBSITE SUPPORT

ORIGINAL TASK DEFINED LAST FALL

“At Spring Assembly, present few options from consulting firms who support websites including service level commitments and pricing. Work in conjunction with these to understand how they typically structure these arrangements. Finally, make a recommendation.”

ACTION PLAN

- ✓ Recommend a migration of our website platform to WordPress.**
- ✓ Identify firms who support WordPress including migration, website design services and ongoing support. Special consideration given to firms with experience with Twelve Step organizations. These firms are:
 - Design Mojo (used by Cleveland)
 - Heather Rose Design (used by many Twelve Step Groups)
- Gather an ad hoc committee to participate in evaluation and selection of a firm to support our website. **Please sign up to be on this committee if you are interested even a little. You don't have to be a techie. We want support from companies that can work with non-technical staff to maintain our website. Your opinion is important.**
COMMITMENT: Four to five zoom meetings (an estimate).
IF YOU'RE CURIOUS: Email me at Cecilia.Sinc@gmail.com or see me after assembly.
- Define what we want this firm to do for us: What updates do we want to make on our own (for example, calendar entries), What is expected turn around time? How do we interact with them when we want changes? What would we want to change about our website? Note that these questions are in English. *The way they answer these questions is as important as the answers themselves.*
- Send out a request for a proposal to the potential support companies. Review these proposals and talk about questions we have.
- Meet with vendors to discuss their proposal, ask questions, and get a feel for how they do business.
- Make a recommendation to the assembly.

**I recommend that our website be migrated to use WordPress instead of the current tool Mobirise. Mobirise is an easy-to-use tool intended for use by non-professionals. WordPress is one of the de facto standards for building and supporting small and medium size websites. I was unable to find any independent contractor who currently supports Mobirise, whereas support for WordPress websites is abundant. There are even tools available to automate this migration.