

The Fellowship's Website

1 BUSINESS REQUIREMENTS OVERVIEW

1.1 The Urantia Book

1.1.1 A web medium for information about The Urantia Book

1.1.2 A means to present The Urantia Book over the web

1.1.3 A means to disseminate the UB (in its entirety) over the web

1.2 Secondary Works

1.2.1 A web medium for information about secondary works

1.2.2 A means to gather and present secondary works over the web

1.2.3 A means to disseminate secondary works (in their entirety) over the web

1.3 Study Groups

1.3.1 A means to gather and provide contact information for those seeking a local study group, world-wide

1.4 Translations

1.4.1 Provide information about the availability of The Urantia Book, in all languages, where to find the text, and key contact information

1.5 Site Search Engine

1.5.1 A polylingual search feature, filterable by content category (e.g., language, entire site, TUB only) that indexes all relevant site content.

1.6 Website Availability

1.6.1 General Availability: **7x24**, except for brief periods of maintenance activity during periods of low utilization

1.6.2 Backup frequency (maximum period of data loss exposure): **DAILY**.
Backups sent offsite, ideally to the backup Data Center

1.6.3 Recovery:

1.6.3.1 On site (server failure): Immediate failover to the backup server, no loss of data or service

1.6.3.2 Offsite (site outage):

1.6.3.2.1 Recovery Point in Time: **Start of Day** (to last daily backup)

1.6.3.2.2 Mean time to recover (maximum downtime in the event of the loss of the primary site): **TBD**

1.6.4 A documented and periodically tested recovery plan

1.6.4.1 Simulate a server failure scenario (twice a year)

1.6.4.2 Recover the website at the backup data Center (annually)

1.7 What's New

1.7.1 A means to prominently feature news events and important developments

1.8 Items Available for Purchase

1.8.1 A means to present the items available for purchase

1.9 Contributors Page

1.9.1 A means for individuals to:

1.9.1.1 Donate Funds

1.9.1.2 Submit content for website publication

1.10 Administrative Archive

1.10.1 A means to upload and retrieve various documents by category, currently: Meeting Minutes, Historical Documents, Accounting information, brochures, Promotional materials, Uversa Press information

1.10.2 Document Categories must be configurable - to allow restricted access, where applicable

1.11 Email Administration

1.11.1 A means to categorize and manage email lists, currently: GC, EC, SocAdmin, IFC, IC05, Golden gate Society

1.12 Important Links

1.12.1 A page that presents links and site summaries

1.13 Chat Services

1.13.1 Requirements TBD

1.14 Event Registration

- 1.14.1 A generalized, configurable service that can be reused.
Requirements TBD.

1.15 Website Management and Documentation

- 1.15.1 Creation and ongoing maintenance of a “WebMaster’s Guide” that documents all key features of the site, suitable for one skilled in the art, to maintain its features.

Maintenance of this document should be required when introducing website changes

- 1.15.2 Distribute website technical support, by major function, across a group of technicians and promote their cross-training - to mitigate the impact of technical staff losses

2 KEY PROCESSES NEEDED

- 2.1 Website requirements (enhancements, bug fixes, content) gathering, prioritization, communication, and oversight process
- 2.2 UAT (user acceptance testing) process for site changes

3 PRESENTATION AND CONTENT

- 3.1 Optimize home page real estate, design to engage the unfamiliar (more ‘sticky’), intuitive navigation
- 3.2 Study Groups information – expand to cover International groups
- 3.3 Provide a means to download the English text and selected secondary works
- 3.4 Provide a means to download a local search facility to explore the downloaded text, e.g. Copernic DeskTop Search

4 USAGE

- 4.1 Capture baseline and then ongoing metrics, esp. Visitors and key pages
- 4.2 Implement a “Page Not Found” re-direct (to the home page)

5 USABILITY

- 5.1 Fix broken links
- 5.2 Test with all popular browsers: IE, Netscape, Firefox, Opera

- 5.3 Navigation
- 5.4 Add Print Button on all pages
- 5.5 Add email a Friend link on all pages

6 USER FEEDBACK (POLLING, VOTING)

- 6.1 User website survey to solicit comments and suggestions

7 WEB SEARCH ENGINES – IMPROVED RANKINGS AND ACCURACY

- 7.1 Baseline current usage so we can assess the impact of changes that are introduced
- 7.2 Analysis of current metrics and identification of opportunities to improve search engine rankings
- 7.3 Improved META tags for the UB Papers, esp. Description, Keywords

8 MISCELLANEOUS CONSIDERATIONS

- 8.1 Obfuscate all email addresses to reduce spam
- 8.2 Link to www.Urantia.info for information about the availability of The Urantia Book in all available languages