

**Thurs Feb 26, 2004**  
**MRPBS Web Redesign Project Lead Team Meeting – Summary**

Quest speaker – Kathleen Donelson-Westover

Kathleen provided a quick run-down of the happenings in USDA and APHIS concerning the web portals and the efforts associated with the @phis Project. To summarize:

- 2 years ago the Department began an effort similar to the @phis Project in APHIS. The @phis Project is looking to move to a standardized portal environment, with a content management system, enterprise management system and search engine.
- Recommendations for this software were made and sent to the CIO of USDA last November with no selection as of today having been made or acquisitioned. A decision is expected in late spring 2004.
- Even though the Department has not yet made a decision on software for this project, the ITD/AIM group has moved forward with the taxonomy for APHIS. Migration and metadata for the web content will wait until the Dept. makes their decision on a solution.
- APHIS will most likely be mandated to follow the USDA style guides which were released last January.
- ITD/AIM will be working in conjunction with MRPBS divisions to complete content management migration.
- The Taxonomy (classification system) meeting last September produced the first version of APHIS' taxonomy. Mary Ann Hines (LPA) and Tina Milhaly (contractor) are representing APHIS at the USDA level to get APHIS's taxonomy incorporated into the overall taxonomy for USDA. APHIS is in the process of creating a directive on Taxonomy which will create guidelines for use of Taxonomy in web development and content management.
- Mandates will most likely also be made in the area of metadata accompanying all documents.

Other Discussions:

- Migrations of all old site have been completed with only 2 old sites left to be removed from the APHIS web server (mrphr and the mplis sites), both remaining sites are scheduled to be removed by mid April.
- Mid-April will mark the end of this project with completion of all sites being migrated to one site and all out-dated, old sites being removed from the server.  
**YEA! GO TEAM!**
- Although this may be the "actual" end of the initial project there is still much to do on the new MRPBS web site (see tasks for next meeting below)
- The Team agreed that now might be a good time to start meeting once a month again - 1<sup>st</sup> Thursday of each month, 9 MT, 10 CST 11 EST.

Tasks to complete:

- Dixie to send USDA style guide link to group (I haven't received the URL from Kathleen yet, when I get it I will send it)

- Group to review the site to make recommendations on “Site” changes for the upper levels of the site, i.e., incorporate division button information into other areas, rename or remove the Reference library. Please provide info to Dixie before April 1<sup>st</sup> meeting for compilation and distribution to the group with the meeting notification
- Start looking at cleaning up your specific areas (can we fill behind empty links? Or, do should we just delete the subcategories that don't have supporting information until we can fill behind them?)
- Marketing strategies for the new site need to be designed as well as informing your customers that the old sites have either gone away or will be going away soon (mainly this is for the Mpls and MRPHR sites)
- Customer survey – start thinking of questions that we should ask the customers of the MRPBS web site.
- Next Meeting – April 1st