CCAS DRUPAL PRE-MIGRATION CHECKLIST

☐ Update faculty information.
☐ Update course requirements in the GW Bulletin.
☐ Check that admissions requirements/deadlines are updated in the GW Program Finder, and remove any repetitive information from your current site.
☐ Remove and/or document outdated content on your site.
☐ Document any missing information that should be added to the new site.
☐ Tighten up language throughout the site as much as possible. (The new site format emphasizes fewer pages with brief, easily scannable text and more images.)
☐ Let us know an ideal day of the week/time of year for a photoshoot. The CCAS Comms office will work with a GW photographer to schedule. Shoots work best with a couple of classes or activities scheduled back to back.
☐ Begin collecting one-sentence quotes from current or former students who have positive things to say about the program; if possible, collect high-res photos of these individuals as well.
☐ Share any exciting alumni job placements or student internships.
☐ Determine who the departmental website user is and get in touch with ccasweb@gwu.edu to make sure they are trained in Drupal (required).
☐ Complete a SiteImprove training to learn how to check your site for broken links and spelling errors (optional). Learn more at creativeservices.gwu.edu/siteimprove.