

## New Project: Website Structure

While **external** website design is very subjective

⇒ **internal** data gathering and reporting of most projects are very similar

They can typically be broken down into **five** sections (*i.e. the internal **menu** structure*)

### **Daily, monthly, quarterly or annual projections**

- this is **optional**, but **critical** - as it is used for **goal setting** and **benchmarking**
- from experience, this one is always difficult as it involves **upper management** to do some input ;-)

### **Web-forms for end users to add information**

- includes 'web-forms' to input information
- reports to review those entries / make changes or corrections
- archives to view (*but not change*) past entries



### **Reports and mechanisms to insure accuracy:**

- this **critical step** is done by office staff, the purpose is to **find errors** by end users
- office staff would also be responsible for maintaining secondary databases (*see below*)

### **Final reports of work completed**

- daily, weekly, quarterly, annually or custom search
- 'pivot tables' for summary reports
- used by middle and upper management

### **History of work completed**

- also known as annual or seasonal totals
- used by office staff, operations, middle / upper management

### **Several other key parts necessary**

- **Secondary Databases:** many will be typically be needed, i.e. users, clients, contractors, machines,

equipment, facility locations, job descriptions, etc.

- they feed into the main database (this is where all those 'drop-down' menus get information from)

- **Groups and permission structures:** for determining who has rights to view / edit / delete / etc.
- **Languages:** multiple languages may need be established so each end user can work in the language they are most comfortable with
- **Training:** help pages, documentation and user guides

