



**Statement of Work and Requirements gathering Form for developing the Main University Website, and all Subdomains/ Faculty Websites, and Researcher's Portals**

**Our Goal:** To develop a university website that communicates our vision and steer a course of success

Name your position: .....

Name your Faculty: .....

Category of staff: [Circle or tick what applies to you]

Academic staff

Administrative staff

Support staff

Student

What do you want the website to give you/ what do you want to see on the website/ Simply tell us the kind of information or things you need to find on the University Website



What devices/ gadgets do you use to access the internet/ Worldwide Web

What browser/s do you use to access the internet

What is your preferred browser for accessing the internet - which browser do you normally use to access the internet

Mention atleast 5 things you have looked for on the Busitema University wesite and you got them

Mention atleast 5 things you have looked for on the Busitema university wesite and failed to get them

Mention at least 2 websites or name the organizations that you have visited their Websites in the recent past and you found them interesting



What things/ features did you find interesting about that site? Mention all

What things/ features did you find not interesting on this site? Mention all

What were you looking/ what kind of information were you looking for to find this website

How did you get to find this website - did you use a direct url or you searched from a search engine like Google?

What information wouldn't you want to see on a university website

Do you like seeing images on a website?

If yes, What kind of images - nature, buildings, people, functions, - mention your interest



How do you want to see the images behave - e.g. sliders and rotators

State all the topics you wish the website to cover

- Main University website

- Faculty website

Who do you expect to use the:

- Main University website



- Faculty website

What should the website do for the category of people/ users you have mentioned above/ what kind of information do you think these users need to access? - trying to understand the different personas who will use the site

- Main University website
  
- Faculty website

In what format do you prefer to access fulltext documents on a website? - PDF, Ms-Word, etc

The intended users of the University websites are: Students, staff (both academic and administrative), partners, government officials, and the community. Other than those mentioned, state any other category of people that would use Busitema University Website



For each of this category of users, state 2 kinds of information that you expect to access/ find on the University Website.

Current Students

Prospective students

Undergraduate Students

Graduate Students

Academic Staff

Administrative staff

Support staff

Government departments - or policy bodies

Community - Busitema community and beyond

Parents/ Guardians

Research collaborators

Researchers/ Busitema Researchers

The University Website will require ongoing maintenance and support, would you like to be part of the Website Content uploading team? If so, please provide your:

Name:

Faculty/ Campus:

E-mail:

Telephone number:

Note: To be part of the Website Content Uploading Team, you need not to be IT savvy nor fluent in web authoring technologies, all we need is your time and passion for actively getting involved with a winning team.