



**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 Busitema 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 managed to get 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 on that site? Mention all

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

How did you get to this website? What kind of information were you looking for? And for what purpose?

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 you find not worthy on a university website – information on the current Busitema University Site but you feel it shouldn't be there?

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.