



Widen Media Collective® Implementation Process

- **Site Survey**
- **Site Configuration – configure site per site survey; includes setting up users, bulk upload assets and metadata**
- **Client Site Experimentation**
- **General & Administrative Training**
- **Client Feedback and Updates**
- **Final Training and Review**
- **Client Live Launch**

Begin implementation of other Widen applications as needed for Dynamic Media Building, Project Collaboration, Backdrop, Catalog Publishing and other custom workflow systems.

Definitions

Site Survey	Widen Communications staff conducts initial conversation with client administrators to determine site configuration and schedule.
Site Configuration	Widen Communications staff will configure the site based on the information captured during the site survey. Initial bulk upload of users, assets and meta data will happen at this phase if Widen is handling the bulk upload.
Client Site Experimentation	Client begins working with beta site to determine possible changes needed and prepares site for live launch. Initial bulk upload of users, assets and metadata will happen at this phase if client is handling the bulk upload.
General & Administrative Training	Widen Communications staff will train client administrators on general and administrative tasks and site tools in preparation for live launch.
Client Feedback General Updates	Once the client is familiar with site functionality, Widen Communications staff will field client requests for system modifications and deviations from the standard implementation. Widen will update the beta site with standard changes reflecting client requests. Deviations involving more development time will be documented, routed through an approval process and scheduled in a future Media Collective release.
Final Training Review	A secondary training session is setup for administrators to provide more finely tuned training and to show functionality of any changes captured after client experimentation. General user training can be scheduled at this time.
Client Live Launch	Client announces availability of site to user base.