Migration Team Role

Revision History

Version	Date	Author	Change summary
1	2023-08-23	Graham Tigg	First version
2	2023-09-21	Graham Tigg	Changed when a migrator is allocated
3	2024-01-07	Graham Tigg	Removed redirects requests (now done by the Web Manager)

1   Purpose

The SiteWorks project rollout involves the creation of production websites on the Trust's hosting service. This will mainly be migrated or replacement Site Builder sites along with some u3as (or other sites such as Regions and Networks) not on Site Builder.

The Migrator role focuses on supporting the Web Manager (WM) of the site, requesting production site setup and other services along with keeping records.

2   Role

Web Managers (WMs), and possibly their assistant, will attend an Introduction to SiteWorks Zoom session where they will be given a self-paced training workbook. The WMs will study the workbook at their own pace and will declare when they are 'trained' and require a migrator to be allocated.

The main activity of the role is supporting and helping trained Web Managers create their SiteWorks site.

The migrator:

- Is the single SiteWorks support contact for a Web Manager until their site is live and made public
- Requests Site Builder extract (for Site Builder migrations)

- Advises on whether a Migrated or Starter Site is appropriate
- Soundboard for site design, can assist with 'tidying up' content, but is not a trainer
- Requests the production site and assists with go-live checklist items
- Updates Electronic Post-it cards on Open Project to keep records
- Once the site is live hands over to a mentor as a personal point of contact [details not yet agreed]

3 Requirements

The volunteer must be a Trust inducted volunteer.

Experience of WordPress. This could be previous experience, or gained from participation in the SiteWorks Pioneer testing work. Web Managers and their assistant who have been through a migration are especially welcome. Note that we are a team and if broader guidance and advice is needed colleagues will be available to help. There will also be the Help Desk as an aid.

All volunteers will learn about the SiteWorks project and onboarding process by attending a Zoom Introduction session. The training workbook (as issued to Web Managers) will be available as reference and refresher material along with the User Guide.

There is a responsibility to record a few basic records such as where the Web Manager is in the process and details of the live site.