Common Council Website and Blog Tool:
Features and Technical Requirements

Feature / Requirement	Category	Priority	Notes
Preview	Content Management		Accurate reflection of what page will look like. Possibly device-specific previews.
WYSIWYG Accuracy	Content Management		When editing, ensure that the edit screen is accurate.
Save for later	Content Management		Save draft content of a post (both new and edited posts).
Draft Management	Content Management		Manage draft content (save for later).
Autosave	Content Management		Automatically save content as it is being written.
Action Confirmations	Content Management		Add confirmation to key actions and allow actions to be undone.
Logging out due to inactivity	Content Management		Do not log users out due to inactivity, or ensure that they have warnings and work is not lost.
Embedding options	Content Management		MediaSite videos, YouTube, ArcGIS maps, Google MyMaps, others?
Improved formatting options	Content Management		While keeping within standards, best practices.
Editable HTML	Content Management		Ability for user to edit the underlying HTML code of a page/post.
Website analytics	Communications		Improved flexibility in statistics reporting.
Legistar integration	Content Management		Currently used for alder contact information and committee memberships. Legistar has limitations.
Email List integration	Communications		Ability to send to alder email lists from blog.
Social media integration	Communications		Ability to post to social media accounts from blog. Social media platforms TBD.
Email analytics	Communications		Statistics on email messages (opens, clicks, etc).
Targeted communications	Communications		Ability to send info to different residents based on topic or neighborhoods.
Email list subscriber management	Communications		Ability for alders to manage who is subscribed to their email list.
Drag and drop images/attachments	Content Management		Copy/paste or drag-and-drop
Email list preview	Communications		Preview the email message before it is sent. See cut-off of message.
Scheduling posts	Communications		Define the schedule for when a post is published.
Content Revisions	Content Management		Including the ability to rollback to previous versions.
Reliable performance	Usability		Limit system errors and functional problems.
Templates	Content Management		Content/blog post templates.
Friendly error messages	Usability		Clear explanation of what/why something needs to be done
Training	Usability		Improved training, documentation, and resources
District-specific info pulled from Legistar	Content		Potentially building draft posts based on district-specific topics pulled from Legistar.
Calendar	Content		Ability to embed/include a calendar on pages and/or blog posts.
Tag Features	Content Management		Enable/disable tags, consider allowing auto-tagging.
Search Features	Usability		Allow website visitors to search blog posts.
Usability improvements	Usability		Composition layout and organization, important to be easy to use.
Send messages to District Email List	Communications		Without submitting a blog post
Automated sending of relevant content	Communications		Automation of sending content from other City email lists to district email lists
Real-time spellcheck	Usability		Identify misspelled words without having to click a spellcheck button.
Publish before sending to subscribers	Content Management		Ability to optionally publish a blog post before sending it to subscribers.
Image editing	Content Management		Crop, resize, edit images.
Formatting: Headings, Horizontal Rules	Content Management		Allow appropriate formatting tools when creating content.
Pinning/Featured posts	Content Management		Ability to pin a featured post to the top of your blog or pages.