Common Council Website and Blog Tool: Features and Technical Requirements

WYSIWYG Accuracy Content Management Save for later Content Management 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 MediaSite videos, YouTube, ArcGIS maps, Google MyMaps, others? Improved formatting options Content Management MediaSite videos, YouTube, ArcGIS maps, Google MyMaps, others? Editable HTML Content Management MediaSite videos, YouTube, ArcGIS maps, Google MyMaps, others? Editable HTML Content Management MediaSite videos in the underlying HTML code of a page/post. Editable HTML Content Management MediaSite videos in the underlying HTML code of a page/post. Editable integration Communications Improved flexibility in statistics reporting. Legistar 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 Ability to post to social media accounts from blog. Social media platforms TBD. Email analytics Communications Ability to send to alder email lists from blog. Targeted communications Ability to send info to different residents based on topic or neighborhoods. Email list subscriber management 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 Communications Preview the email message before it is sent. See cut-off of message. Scheduling posts Content Management Including the ability to rollback to previous versions. Limit system errors and functional problems.	Feature / Requirement	Category Priority	Notes
Save for later Content Management Content Management Content Management Content Management Management Management Management Automatically save content (save for later). Action Confirmations Content Management Add confirmation to key actions and allow actions to be undone. Logging out due to inactivity Content Management MediaSite videos, YouTube, ArcGIS maps, Google MyMaps, others? Improved formatting options Content Management MediaSite videos, YouTube, ArcGIS maps, Google MyMaps, others? Improved formatting options Content Management Mality for user to edit the underlying HTML code of a page/post. Website analytics Communications Improved flexibility to send to alder email lists from blog. Social media integration Communications Ability to send to alder email lists from blog. Social media integration Communications Ability to send to alder email lists from blog. Social media integration Communications Ability to send to alder 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 Communications Preview the email message before it is sent. See cut-off of message. Socheduling posts Content Management Including the ability to prollback to previous versions. Eliable performance Usability Limit system errors and functional problems.	Preview	Content Management	Accurate reflection of what page will look like. Possibly device-specific previews.
Draft Management Content Management 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 Mhile 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 send to alder email lists from blog. Social media platforms TBD. Email analytics Communications Ability to send info to different residents based on topic or neighborhoods. Email list subscriber management Communications Ability to send info to different residents based on topic or neighborhoods. Email list preview Communications Preview the email message before it is sent. See cut-off of message. Scheduling posts Content Management Including the ability to rollback to previous versions. Legistar has limitations Legistar has limitations. Legistar has limitatio	WYSIWYG Accuracy	Content Management	When editing, ensure that the edit screen is accurate.
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 replace to previous versions. Limit system errors and functional problems.	Save for later	Content Management	Save draft content of a post (both new and edited posts).
Action Confirmations 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 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. Limit system errors and functional problems.	Draft Management	Content Management	Manage draft content (save for later).
Logging out due to inactivity Content Management MediaSite videos, YouTube, ArcGIS maps, Google MyMaps, others? Improved formatting options Content Management Mille keeping within standards, best practices. Editable HTML Content Management Mille keeping within standards, best practices. Editable HTML Content Management Ability for user to edit the underlying HTML code of a page/post. 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 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 Communications Ability for alders to manage who is subscribed to their email list. Content Management 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.	Autosave	Content Management	Automatically save content as it is being written.
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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.	Editable HTML	Content Management	Ability for user to edit the underlying HTML code of a page/post.
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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.	Legistar integration	Content Management	Currently used for alder contact information and committee memberships. Legistar has limitations.
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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. 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.	Social media integration	Communications	Ability to post to social media accounts from blog. Social media platforms TBD.
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·	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.	Templates	Content Management	Content/blog post templates.
Friendly error messages Usability Clear explanation of what/why something needs to be done	Friendly error messages	Usability	Clear explanation of what/why something needs to be done
Training Usability Improved training, documentation, and resources	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.	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.	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.	Tag Features	Content Management	Enable/disable tags, consider allowing auto-tagging.
Search Features Usability Allow website visitors to search blog posts.	Search Features	Usability	Allow website visitors to search blog posts.
Usability improvements Usability Composition layout and organization, important to be easy to use.	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	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	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.	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.	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.	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.	Pinning/Featured posts	Content Management	Ability to pin a featured post to the top of your blog or pages.