Common Council Website and Blog Tool:
Features and Technical Requirements

Feature / Requirement	Priority	Alder Notes	Availability in New Solution	IT Notes	Details	Category
Preview	High		Available		Accurate reflection of what page will look like. Possibly device-specific previews.	Content Management
WYSIWYG Accuracy	Medium		Available		When editing, ensure that the edit screen is accurate.	Content Management
Save for later	Medium		On roadmap		Save draft content of a post (both new and edited posts).	Content Management
Draft Management	Medium		On roadmap		Manage draft content (save for later).	Content Management
Autosave	High	If we get this, 5 and 6 become less important, but I guess would need to be integrated with those capabilities because to autosave the document needs to already have to have name and location.	Not planned		Automatically save content as it is being written.	Content Management
Action Confirmations	High		Partial support	More actions have confirmation built in, but do not have roll-back feature.	Add confirmation to key actions and allow actions to be undone.	Content Management
Logging out due to inactivity	Medium	If we get 6, 8 becomes less important	Available		Do not log users out due to inactivity, or ensure that they have warnings and work is not lost.	Content Management
Embedding options	Medium		Available		MediaSite videos, YouTube, ArcGIS maps, Google MyMaps, others?	Content Management
Improved formatting options	High		Available		While keeping within standards, best practices.	Content Management
Editable HTML	Low	I coulds do this, but most could not, so not really worth it imo.	Not possible		Ability for user to edit the underlying HTML code of a page/post.	Content Management
Website analytics	Medium		Partial support		Improved flexibility in statistics reporting.	Communications
Legistar integration	Medium	Legistar is too obtuse for readers, not worth the effort	Partial support	Legistar has limitations on integrations.	Currently used for alder contact information and committee memberships. Legistar has limitations.	Content Management
Email List integration	High		Available		Ability to send to alder email lists from blog.	Communications
Social media integration	Medium	Need to work out modern policies with City Attorney	Available		Ability to post to social media accounts from blog. Social media platforms TBD.	Communications
Email analytics	Medium		On roadmap		Statistics on email messages (opens, clicks, etc).	Communications
Targeted communications	Medium	would be cool, but would require revamping of residents signing up for email - lots of work and poicy changes, privacy concerns that could prevent some from giving info to get on this list and that	Not planned	This may be extremely challenging from technical and/or logistical perspectives.	Ability to send info to different residents based on topic or neighborhoods.	Communications
Email list subscriber management	Medium	just to get a sorted list is enough - actually managing it could be disasterous for some.	Not planned	Residents have historically self-managed their subscriptions.	Ability for alders to manage who is subscribed to their email list.	Communications
Drag and drop images/attachments	Medium	seems complicated for some to utilize, but current methods are primative.	Not planned		Copy/paste or drag-and-drop	Content Management
Email list preview	High		Not planned		Preview the email message before it is sent. See cut-off of message.	Communications

Common Council Website and Blog Tool:
Features and Technical Requirements

Feature	Priority	Comment	Status	Technical note	Description	Category
Scheduling posts	Medium		Not planned		Define the schedule for when a post is published.	Communications
Content Revisions	Low		On roadmap		Including the ability to rollback to previous versions.	Content Management
Reliable performance	High		Available		Limit system errors and functional problems.	Usability
Templates	High	Very important, particularly for those who struggle with posting	Not planned	This could be likely accomplished outside of the blog system.	Content/blog post templates.	Content Management
Friendly error messages	Medium		Available		Clear explanation of what/why something needs to be done	Usability
Training	Medium		Available		Improved training, documentation, and resources	Usability
District-specific info pulled from Legistar	Low	This could be useful, but a lot of work since legistar materials vary greatly. Even agendas don't follow the same formats, some meetings aren't in legistar, etc.	Not possible		Potentially building draft posts based on district-specific topics pulled from Legistar.	Content
Calendar	Medium		Partial support	Ability to embed some types of calendars are available.	Ability to embed/include a calendar on pages and/or blog posts.	Content
Tag Features	Medium		Not possible		Enable/disable tags, consider allowing auto-tagging.	Content Management
Search Features	High		Available		Allow website visitors to search blog posts.	Usability
Usability improvements	High		Available		Composition layout and organization, important to be easy to use.	Usability
Send messages to District Email List	High		Available		Without submitting a blog post	Communications
Automated sending of relevant content	Medium	could require a large effort to standardize possible posts. Maybe better would be semi-automated, i.e., would still require manual confirmation.	Not planned	This may be extremely challenging from technical and/or logistical perspectives.	Automation of sending content from other City email lists to district email lists	Communications
Real-time spellcheck	High		Available		Identify misspelled words without having to click a spellcheck button.	Usability
Publish before sending to subscribers	High	this would help a lot, but if 2 above is done, not that important	Not planned		Ability to optionally publish a blog post before sending it to subscribers.	Content Management
Image editing	Medium	I can do this elsewhere, but maybe would help others	Partial support		Crop, resize, edit images.	Content Management
Formatting: Headings, Horizontal Rules	High		Available		Allow appropriate formatting tools when creating content.	Content Management
Pinning/Featured posts	Medium		Not planned		Ability to pin a featured post to the top of your blog or pages.	Content Management
Copy Post/Page	High		Available		Ability to copy a post/page to use as a starting point for a new post.	Content Management