

**17-20 July 2001 NRM Gateway Content Development Workshop  
Louisville, KY**

**Attendees:**

Bonnie Bryson	Recreation Technical Coordinator
Ginny Dickerson	Web Developer
Denise Marmer	Assist with Workshop
Lori Davis	Assist with Workshop
LuAnn Lackey	Accessibility
Ricky Raymond	CATT
Mike Owen	OMBIL and NRMS
Bill Smallwood	O&M Contracts
Henrik Strandskov	Sign Program
Grafton Anding	Uniform Program
Debra Stokes	Visitor Center Program
Lynda Nutt	Water Safety Program

**Summary:**

Initially, an overview of the Gateway website and background of the website development were presented. Format of content, scanning and posting procedures were discussed. In addition to building content for their individual pages during the workshop, participants [Subject Matter Experts (SMEs)] were asked to review the Gateway site map, to list keywords that could be used to search their web information and to think of frequently asked questions for each program area. Each of the SMEs were allowed time to compile content and write text to enhance this information. When a SME felt that their content was ready for input, s/he worked one-on-one with the Web Developer. During this process, the Web Developer transferred the information into html format and created the page under their guidance. The newly created pages were printed for further editing by the SME. Each SME gave an on-screen presentation of their page to the group for constructive criticism and ideas. In the time provided, each participant was able to have their content input into the Gateway and reviewed by their peers. As a wrap-up exercise, the group explored MWR's Fort Excellence website and the Gateway's Goodtime Lake; discussed how to review each SME's web pages through the eyes of different NRM user levels; reviewed contents of At a Glance sections of pages; and discussed action items to follow up the workshop.

**Content SME Action Items:**

***(SMEs please read -- there are some changes from our last discussion at the workshop):***

**By 6 August.**

- Review pdf version of your pages (to be received by email from Ginny) with your other team members and submit revisions and additional content to Bonnie and Ginny (Dickerson, Virginia in Outlook). (In a post workshop discussion it was decided that Headquarters' review should occur after team members have suggested their changes and the editorial review has occurred -- see the 1 September action item below).
- Deliver materials for incorporation into site (see "After the Workshop" matrix).
- Transmit documents to be scanned in time for 6 August delivery to ERDC (see "After the Workshop" matrix, and use "Transmittal" sheet provided as an attachment).
- Submit NRM Glossary additions
- Submit "Alphabet Soup" worksheet if not yet submitted
- Submit suggestions for Site Map

**Beginning week of 13 August.**

Coordinate Headquarters' review of your site using the updated/edited pdf version that Ginny will provide the week of 13<sup>th</sup> August (this version will have been reviewed by the editor).

**By 1 September**

Submit any changes required by Headquarters review to Ginny with copy to Bonnie.