

New Concept Group - Proprietary



THE HONG KONG
POLYTECHNIC UNIVERSITY
香港理工大學

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Instructor_HareTon Leung

08 Grade Student:

Written by: Miao YU

Review by: Wen Liang CAI, Dian Sheng JIANG, Yue WANG, Chang LIU

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Content Management System scope and feature list (initial version)

The preliminary scope of the CMS defined by MTA includes:

1. Tools for managing users and workflow.
2. The separation of content and the visual display makes it easier to maintain a consistent look-and-feel across the entire website.
3. Support collaboration tools such as discussion forums and document management.
4. Support customized information retrieval - sophisticated search tools can allow users to locate just the information they are looking for.
5. Web-based interfaces to selected information in the databases can facilitate data sharing between the organization and its stakeholders.
6. Make it easier for non-technical staff to add and edit content, thus streamline the process of maintaining a website.

The stakeholders of MTA include

1. Executive Council of MTA, consisting of 15 executive members who made the decision on running MTA
2. Office staffs of MTA who carry out the day-to-day operation of MTA, under the direction of the Executive Council
3. MTA Members who receive newsletters and event announcements
4. Universities which support some of MTA's events
5. Other trade associations which support some of MTA's events
6. Government and IT vendors who sometimes sponsor events organized by MTA
7. General public who receives the announcement on important events of MTA.

The following features will be implemented to match scope of the CMS defined by MTA according to discussion last week.

1. Build websites with dynamic content.

One of the most important parts of a website is the content. Content in CMS is organized into Sections, Categories and Articles. The Section is the top level of content structure, the Category is the sublevel of the Sections, and Articles are where the actual content of the web pages resides. A Section contains one or more categories, and each Category can have articles assigned to it. One Article can only be in one Category and Section.

a. Section manager

It is used to add, modify and delete Section.

b. Category Manager

It is used to add, modify and delete category. It must be assigned into a Section during add a Category.

c. Article Manager

It is used to add, modify and delete the article. It must be specified a Category.

d. Show an article or all articles in a category in a page.

The following sample shows how to use Section, Category and Article build the website.

MTA wish to display product information in CMS site. First, they need to add a section for "Products". Second, for the "Products" section, they create a category for "Trees", "Branches", and one for "Leaves". Third, we need to create some articles, and put these articles into a section "Products" and anyone category. Finally, they can specify an article to show or all articles in a category in a page.

2. User Management

CMS will include two kinds of user Front-end and Back-end.

a. The Front-end is the public account and any visitors can register the Front-end user, and it is used to Forum, etc.

The Back-end is a private account and must be created by administrator. Authorities of CMS base on the security group and by default CMS will contain seven pre-defined User Groups.

These are Registered, Editor, Author, Publisher, Manager, Administrator, and Super Administrator. It is not currently possible to alter or add to these Groups. Every User who has

registered with the web site will belong to one of these seven Groups. Registered Users have the least access rights and functionality. Super Administrators have full access rights and complete functionality. For detail information about permission of each group will be defined in System Requirement Specification.

3. Content Security

Some content that includes sensitive information is published in CMS, for example, financial related information. This content should be only viewed by specific users. So CMS will provide a feature that set sensitive content only can be access using specific authority, the authority may be groups or users.

4. Workflow

Content is organized into Article, certain articles should be approved. CMS will provide a feature to define workflow describe who can approve which article. The workflow will include below features:

- a. Revise, edit and approve article changes before going live with those changes.
- b. Save notes regarding article versions

5. Template

CMS will provide a mechanism name Template is used to changes site look-and-feel. There are two types of templates: Front-end Templates and Back-end Templates. Changing template will not impact any data of the site. The feature will map to the separation of content and the visual display makes it easier to maintain a consistent look-and-feel across the entire website.

6. Collaboration

CMS is requested to support collaboration tools such as discussion forums and document management. So CMS will support the following features.

a. Forum

The forum allows role-based viewing, posting and management that provided three views: a list of all forums, a list of topics, and a list of all posts for a specific forum. Forum, topic, and post list display are completely CSS based for maximum customization.

b. Document management

The document management and download system for CMS includes main features:

- The documents can be organized across custom categories and subcategories;

- Files can be hosted locally or on the remote server;
- Access control. The access rights of documents can be assigned to the specific user or to custom groups of users;
- Download counter and log. You can display a download counter per document and all the downloads can be logged (by user, IP, browser, date and hour);
- Anti-leech system. The built-in anti-leech system avoids direct linking to documents;
- Path protection. Real paths to documents are never displayed to users;
- Themes. The layout can be changed using custom themes;

7. Sharing Data

MTA requires CMS provide Web-based interfaces to selected information in the databases can facilitate data sharing between the organization and its stakeholders. As above said, content in CMS is organized into articles, so CMS provides a link in each article to allow visitors of CMS site to quote articles on their website by copying and pasting to incorporate into their HTML pages.

8. Newsletters and event announcements

MTA Members who receive newsletters and event announcements, the CMS will provide the following feature to map the request.

a. Newsletters

- Handle registered or unregistered subscribers
- Attachment capability
- Email address validation when registering
- It sends test email to admin before the whole list.
- Ability to Ban emails
- Embedded image option
- Automated unsubscribing link
- Preview newsletter before sending either on the screen or send a test email.
- Statistic management (Number of Sent / Opened newsletters, HTML or text only)
- HTML or TEXT only mailings
- No limit on mailing list size Soon

b. RSS Subscription

Leave the old way of sending newsletter through the mailing list. Give visitors another way to keep up with CMS site of MTA latest content by placing an RSS email subscription form on CMS site of MTA.

C. Event and Calendar

9. Search

Search is popular behavior when the users hope looking for information from a web site. CMS will provide a module display a search box on a page and the users can use the search box to looking for information that is included in Articles. The administrators set which categories or sections will be searched to impact scope of search.