

EdTech Templates Program Agreement

The EdTech Center has developed a program to help NU groups enhance their Web presence. The sites are “customized templates.” Each site is based on an interface that has been previously designed, but can be easily customized to meet specific needs. They are then moved quickly through a streamlined development process using existing features and code. Each site includes WordPress based content management.

1. All NU departments, colleges, and academic groups are eligible to participate in the EdTech Templates Program. There is no cost for a standard template.
2. Costs may apply when customization is required. Resources for customization are limited and provided as available.
3. The EdTech Center staff will discuss your project with you and determine if your project is appropriate for the program. If your project is accepted, you will be added to the waiting list. Your project might begin immediately, or there might be a delay, depending on how many projects are in-house at the time.
4. The EdTech Center staff will:
 - Assign a team to your project.
 - Guide you through the planning process
 - Work with you to establish timelines and milestones, content delivery plan.
 - Help you refine your ideas and content.
 - Build a template site
 - Add your content. Once content has been added EdTech will not make any major changes to the content.
 - Incorporate any required functionality (when appropriate)
 - Train at least one person in your unit to maintain your site
5. You will be required to:
 - Carefully consider and thoroughly answer “Getting Started Questions.”
 - Work with EdTech team to establish timelines, milestones and a content delivery plan.
 - Provide a list of all the content you want to include in your site (before building can begin).
 - Develop and provide content to EdTech as specified in content delivery plan.
 - Cover any costs associated with developing your project. For example, if stock photography is used your group will be required to pay for it.
 - Work collaboratively and iteratively with EdTech.
 - Meet all deadlines (If deadlines are missed, your project will be moved back onto the waiting list until an opening is available).
 - Participate in training to learn to use the content management tool.
 - Maintain your site post-launch.
6. After EdTech has built the site, EdTech will not make any major changes to the template or the content. If major changes are required your site will be eligible for a redesign after three years.

I have read this agreement and agree to meet the requirements set out above. **I understand that if I do not meet the requirements, my project will become inactive until an opening is available.**

EdTech Use Only

Project Name _____

Project Mgr _____

Signature _____

Name _____

Date _____