The table below summarizes some of the basic steps for getting started, along with links to references and resources to aid in those steps.

Step	Description of process	Tools
Think about what you want to do with your Web Site. Investigate the possibilities and the gaps of where your Web site is today and where you want to be in the short and long term.	Use tools, such as brainstorming, not only with the technical teams but also with the program teams who create content for your Web site. Investigate what is currently being done within your industry (Justice, Library, Health and Human Services, etc.) by doing a current and best practice research.	Making Smart IT Choices – Part 2 – Tools for Phase 1 & 2 • Visioning • Current and best practices • Environmental Scans
Analyze your process from content origination to final publication on the Web and elsewhere.	Develop an understanding from multiple perspectives of how content is developed to how it gets published on the Web. Involve multiple actors – content developers, content reviewers, and Web developer.	Making Smart IT ChoicesPart 2 – Tools for Phase 2 • Business process analysis and process modeling
Sign up for XML / XSL training; or if you've been to training – apply what you have learned.	Explore possible training opportunities through state organizations and private training organizations, both from a technical and non-technical perspective. Look for expertise within your area – forums, user groups, communities of practice.	• Government-sponsored training, private training organizations • Talk to those who have done it before – CTG technical team, Testbed participants, others within NYS who are currently working with XML and others outside of NYS who are known experts. • Use CTG's XML Toolkit Web site.
Understand your technical environment.	First, understand the technical infrastructure that supports your Web site (hardware, software, network, etc.) How will XML and XSL work within your unique environment (not just from a technical perspective but also from the production perspective)?	Making Smart IT ChoicesPart 2 – Tools for Phase 2 • Business process analysis and process modeling. The XML Toolkit
Think beyond your Web Site.	Consider where your content is currently stored and how it is stored (proprietary formats? multiple versions?). Consider how you can design your Web architecture so that you can grow and change functionality without having to change the framework. How can you organize your content so that changes to the framework will not impact the content?	• Making Smart IT Choices Part 2 – Tools for Phase 2 • Business process analysis and process modeling. • Web Content Mapping • Information Architecture