### Top 5 Things to Do In Preparation for Adopting XML for Web Site Management

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<thead>
<tr>
<th>Step</th>
<th>Description of process</th>
<th>Tools</th>
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| 1.   | Investigate what you want to do with your Web Site. Investigate the possibilities and the gaps of where you are currently today and where you want to be in the short and long term. | Ways to do this is through using tools such as brainstorming with not only the technical teams but also the program teams who create content for your web site. Investigate what is currently being done within your industry domain (Justice, Library, Health and Human Services, etc.) through tools such as 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 |
| 2.   | Investigate your current creation to publication process. | 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 technologists. | Making Smart IT Choices Part 2 – Tools for Phase 2  
- Business process analysis and process modeling. |
| 3. a.| For those who have been to XML / XSL training – start to apply what you have learned. | Look for expertise within your area – create for yourself a community of practice. | 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.  
- Look at the snippets of code contained in the XML library once it is available.  
- Refer to the XML Starter Kit, again once it is available.  
- Create a community of practice for this type of work. |
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<td>3.</td>
<td>For those who have not been to training – sign up for XML/ XSL training.</td>
<td>Explore possible training opportunities through State organizations and private training organizations, both from a technical perspective and a non-technical perspective to widen your horizons and broaden your exposure to what this field is all about.</td>
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| 4.   | Understand the technical environment in which you live. | How will XML and XSL work within your unique agency environment? Not just from a technical perspective but also from the production perspective. | Making Smart IT Choices Part 2 – Tools for Phase 2  
- Business process analysis and process modeling. |
| 5.   | Think beyond your Web Site. | Consider where your content is currently stored. Consider how can you design your web architecture so that you can grow and change functionality without having to change the framework. How can your 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 |