



DELIVERY & ACCEPTANCE

A handoff with evidence.

Timing	Milestone & evidence
November 2–30, 2026	Discovery: approved tasks, content inventory, scope, integration choices, brand inputs, and content owners.
December 2026	Structure and design: navigation, content models, reusable page designs, interactive states, and approved direction.
January–February 2027	Build and populate: Custom website templates and CMS configuration, agreed connections, staff preview, approved migration batches.
March 2027	Test and transfer: user acceptance, accessibility checks, redirects, staff training, restore test, and launch approval.
By April 1, 2027	Launch: production verification, ownership handoff, monitoring, and 30-day stabilization.

An accountable working rhythm

Ari is the direct lead. Use one shared decision log, a weekly progress note, named content owners, and scheduled milestone reviews. Proposed consolidated feedback window: five business days. Request scheduled work at least five business days ahead. Routine request acknowledgment: two business days. Agree launch escalation contacts before release.

First 5's participation

Provide the new brand standards, accurate source content, translated collateral as needed, image permissions, account access, content owners, and consolidated decisions. Participate in prioritized task testing, staff publishing exercises, and final acceptance. Resolve content or integration dependencies early enough to protect the launch date.



ACCEPTANCE TASKS

Success we can check.

Find family support

A parent or caregiver finds a relevant support resource, identifies its language and destination, and explains the next step.

Evidence: Observed mobile task, clear links, keyboard access, and recovery from no search results.

Choose an activity

A parent reaches an age-appropriate sample activity, follows its guidance, and uses the print route.

Evidence: Mobile and keyboard review; subject-matter validation of the content.

Locate a report

A partner identifies the report date and source and follows the correct document link.

Evidence: Link verification and accessible-format review of the approved document set.

Publish independently

A trained staff member creates an event, adds a resource with language links, replaces a report, previews the result, and restores a revision.

Evidence: Observed staff exercise in the production-like CMS, followed by a repeat task without assistance.

Release safely

The team confirms critical journeys, redirects, forms, backups, restore, ownership, and rollback.

Evidence: Recorded launch checklist with accountable owners and no unresolved launch-blocking defects.

These are proposed acceptance criteria. The concept supplies representative journeys; participant testing, production integration acceptance, and a conformance audit are delivery work.



MEASUREMENT & QUALITY

Useful questions. Honest signals.

Proposed event	Purpose & interpretation
resource_open	Resource choice. Resource ID, topic, language, destination type. A click does not prove service receipt.
activity_view	Activity interest. Activity ID, age group, developmental area. Not a child-development measure.
report_download	Evidence demand. Report ID, year, format. A click does not prove the document was read.
event_registration_click	Event interest. Event ID, audience, destination. Completion requires provider confirmation.
newsletter_signup_success	Confirmed subscription. Count only when the email provider confirms success; no email address in event data.
search_no_results	Content gaps. Approved category and page only; exclude raw search text.

Production setup

Configure measurement in First 5-owned accounts after agreeing consent, retention, provider settings, and data definitions. Exclude names, child birth dates, health information, form responses, and raw search terms. No analytics integration is represented as already connected.

Quality evidence

Confirm the statutory-posting inventory with First 5, including meeting information, contacts, program links, funding opportunities, and annual and evaluation reports. Record keyboard, screen-reader, contrast, zoom/reflow, and reduced-motion checks; representative mobile performance results and conditions; old-to-new URL mapping; provider-confirmed form behavior; staff task outcomes; backup and restore results; account ownership; and remaining limitations.