

**Extranet Task Force
Chart of Work**

Focus Area	Action Items	Timing	Staff Responsible
Content	<ol style="list-style-type: none"> 1. Identify appropriate and relevant content (i.e. Y history, social responsibility, new employee section) 2. Can it mirror the S-Drive? 3. Establish system for posting content including authorized users 		
Accessibility/Security	<ol style="list-style-type: none"> 1. Ensure the site remains secure preventing unauthorized users to post and/or access the site 2. Identify appropriate location for the site (i.e. accessible from the Metro Y website?) 3. Explore accessibility via web app, as well as kiosks at site locations 4. Should we consider different levels of users? 5. Set up Google Analytics user access 		
User Training	<ol style="list-style-type: none"> 1. Develop training program 2. Determine launch date 		