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UNEP/ IW: LEARN Regional IT Workshop Agenda (draft)

Venue: GEF Hai River Basin IWRM Project, Beijing, China

Date: 5th – 7th December 2007

IW:LEARN aims to strengthen International Waters Management by facilitating learning and information sharing amongst projects and their partners.

This workshop is designed for any project staff who would like to take advantage of the free tools and services offered by IW:LEARN.

Who should attend this workshop?

Project staff responsible for developing/managing a project website (e.g., information specialist, administrator, content manager) and interested in implementing the open source IW:LEARN Website Toolkit, the software tool customised to help projects develop dynamic and interactive websites.

N.B.

1. Limited funds are available to sponsor participants to attend the workshop.
2. Registration to attend the workshop is required.
3. UNEP/IW:LEARN staff in consultation with interested projects will establish mock-up websites prior to the workshop.
4. During the workshop each participant will be learning on their own version of a project website (e.g. <http://lwmea.iwlearn.org>, <http://hai.iwlearn.org>, <http://wup.iwlearn.org>)

Day 1: Introduction to IW:LEARN's Website Toolkit Objective: <i>introduction to content management systems and Plone, the IW:LEARN Toolkit, creating a multilingual site and content management tasks (adding and updating information)</i>		
9:00am – 9:30am	Introduction to the IW:LEARN workshop	Sean Khan
9:30am – 10:30am	Participant introduction - to briefly outline project aims, people/organisation and IT support (participants prepare short paragraph/powerpoint presentation/3+ mins) Introduction to Content Management Systems and Plone <ul style="list-style-type: none"> ◆ What is a Content Management System (CMS)? ◆ Overview of Plone <ul style="list-style-type: none"> ◆ Introduction ◆ Accessibility ◆ Organisations using Plone ◆ Showcasing tools and functionality (e.g., PrimaGIS, Newsletter, online translator) 	Richard Cooper
10.30am – 10.45am	Break	
10.45am – 12:30pm	Overview of IW:LEARN Website Toolkit <ul style="list-style-type: none"> ◆ Key features ◆ Sources of help Introducing your project website <ul style="list-style-type: none"> ◆ Installation (instances pre-prepared) <ul style="list-style-type: none"> ◆ installation of Plone to participant laptops ◆ Logging in ◆ Setting personal preferences 	Richard Cooper Sean Khan
12:30pm – 1.30pm	Lunch	
1.30pm – 3.00pm	Adding and updating information <ul style="list-style-type: none"> ◆ Folders ◆ Pages ◆ Editing page ◆ Changing the folder view/setting up your content display 	Richard Cooper
3.00pm – 3.30pm	Break	
3.30pm – 4.30pm	Adding and updating information (continued) <ul style="list-style-type: none"> ◆ Images (embedded and as separate content items) ◆ Links ◆ Adding related content ◆ Events ◆ News Items ◆ Properties tab 	Richard Cooper
4:30pm – 5.00pm	Summary of days progress	Sean Khan

Result:

- Participants will gain an understanding of IW:LEARN's content management system.
- A comprehensive overview of the Toolkit capabilities and functions, including freely available resources on the internet.
- Participants will gain hands-on knowledge on how to create, manage and maintain the website with little or no knowledge of IT.

Day 2: Customising the Toolkit Objective: <i>teach projects how to customise the IW:LEARN Toolkit, including how to syndicate (disseminate) content and integrate additional functionality with add-on products.</i>		
9.00 am – 9.15am	Introduction to Day 2	Sean Khan
9.15am – 10.30am	Adding and updating information (continued) <ul style="list-style-type: none"> ◆ Folder contents tab ◆ Copy, cut, paste, delete ◆ Renaming ◆ Changing state ◆ Undo 	Richard Cooper
10.30am – 11.00am	Break	
11.00am – 12.30pm	Modifying your Toolkit <ul style="list-style-type: none"> ◆ logo/banner ◆ project introduction panel ◆ project area map ◆ content panels ◆ partner logos ◆ footer 	Richard Cooper
12.30pm – 1.30pm	Lunch	
1.30pm – 3.00pm	Modifying your Toolkit (continued) <ul style="list-style-type: none"> ◆ Feedback/Contact Us form ◆ Design (colour, fonts, formatting) ◆ Photoalbum Restricting access to certain parts of the site Creating a multilingual site - online translator/Plone translation	Richard Cooper Sean Khan
3.00pm – 3.30pm	Break	
3.30pm – 4:30pm	Sharing information with other projects <ul style="list-style-type: none"> ◆ how to syndicate content (creating RSS feeds) Integrating more functionality with Plone <i>add-on products</i> <ul style="list-style-type: none"> ◆ Introduction to Plone add-on products ◆ Creating a newsletter ◆ (PrimaGIS - discussed on Day 3) 	Richard Cooper
4:30pm – 5.00pm	Open discussion & wrap up for the day	Sean Khan

Result:

- Participants will learn how to customise their website using IW:LEARN's Website Toolkit
- Participants will gain further hands-on knowledge regarding how to create, manage and maintain the website, including the importance of syndicating content to ensure information is shared across the wider GEF IW community.

Day 3: WebGIS and project ICT needs

Objective: *introduction to the the Toolkit's WebGIS (uses PRIMA GIS - an add-on product based on the Minnesota Map Server), participant development of project sites, and gain an understanding of project ICT needs.*

9.00am – 10.00am	Overview of PrimaGIS (WebGIS add-on product)	Richard Cooper
10.00am - 10.30am	Participant development of project sites	
10.30am – 11.00am	Break	
11.00am –12.30pm	Participant development of project sites	
12.30pm – 1.30pm	Lunch	
1.30pm – 3.00pm	Open discussion on ICT needs of projects	Sean Khan
3.00pm – 3.30pm	Break	
3.30pm – 4:30pm	Discussion on next steps and follow-up	Sean Khan
4:30pm – 5.00pm	Closure of Workshop	Sean Khan

Result:

- Participants will gain an understanding of WebGIS functionality and gain further hands-on experience with developing their project sites.
- IW:LEARN will have a better comprehension of project needs and develop a joint work plan to address these needs in reasonable work time.

Useful references:

1. <http://plone.org/documentation/manual/plone-2.5-user-manual>
2. http://plone.org/documentation/manual/definitive-guide/definitive_guide_to_plone.pdf
3. Organisations using Plone CMS: <http://plone.net/sites>
4. <http://learnplone.org/documentation>