

April 1, 2008

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 07-32
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
 ALL JOB CORPS REGIONAL OFFICE STAFF
 ALL JOB CORPS CENTER DIRECTORS
 ALL JOB CORPS CENTER OPERATORS
 ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
 ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: ESTHER R. JOHNSON, Ed.D.
 National Director
 Office of Job Corps

SUBJECT: Job Corps Web Consolidation Project Update

1. Purpose. To update the Job Corps community on the status and progress of the Web Consolidation Project.

2. Background. Program Instruction 07-10, dated October 24, 2007, informed the Job Corps community of the implementation of the Web Consolidation Project and the plan to consolidate all Job Corps Web sites. Agencies were advised against planning further changes or funding for their Web sites.

The goals of the Web Consolidation Project are both public and private:

- a. Public
 - (1) Establish a national recruitment site for the Job Corps program
 - (2) Establish a redesign for the national Job Corps site
 - (3) Derive a redesign for centers' public-facing sites from the national recruitment site

- b. Private
 - (1) Redesign and consolidate Job Corps Intranet sites (JC Web, Training, Forms, Security)

- (2) Establish a National Office portal on a common platform
- (3) Establish regional site portals
- (4) Establish center Intranet portals
- (5) Establish special workgroup portals as collaborative workspaces

Phases 1 and 2 of the Web Consolidation Project, and its benefits, are outlined below:

a. Phase 1

The first phase of this project began with the migration of the existing DOL-approved sites to Job Corps Data Center (JCDC) servers. Fifty-six sites are now hosted on JCDC servers in a secure computing environment.

A focus group was formed and met in Austin, Texas, in December 2007 to develop suggestions for content and a standardized template for a public recruiting site. Based on the recommendations, several test sites were developed. The focus group reviewed these in a conference call in February 2008, and selected one for further testing with a group of young people who fit the target demographic. Once the template has been tested, additional modifications may be made before final implementation.

When the template is finalized, JCDC will pilot a center site to test the center workflow process and functionality.

b. Phase 2

Phase 2 of this project (currently underway) includes the redesign and consolidation of the Job Corps Community Web and other Job Corps staff resource sites; the migration of regional and national sites to JCDC; and the implementation of a standard template and workflow process for centers and agencies to maintain their own Intranet and public portals. Additionally, centers that do not currently have a Web presence will be able to establish one on the JCDC network with minimal effort.

The redesigned, consolidated Job Corps Web site is in beta testing now. It is expected that it will be made available to the Job Corps community by early April.

c. Benefits

Benefits of the Web Consolidation Project to the Job Corps community include the following:

- (1) Single sign-on to Job Corps Web sites, integrated with Citrix
- (2) Consolidated hosting, easy to update and promote changes
- (3) Content management process to ensure quality of content
- (4) Ability of Point of Contacts (POCs) to designate staff to maintain/update their sites
- (5) Internal review for 508 compliance prior to DOL review
- (6) Sharing of resources; use existing software already licensed – no need to purchase Web editing software.

3. Action. Job Corps centers and support agencies that have existing Web sites will cooperate fully with the National Office to migrate their content to JCDC's secure environment. Once a standard template is approved, JCDC will work with center/agency staff to ensure the successful transition of content to the new template for public-facing sites. Training will be provided on content management for both public and Intranet sites. The Job Corps community will be notified when training becomes available.

Addressees are to ensure that this Program Instruction is distributed to all appropriate staff.

4. Expiration Date. Until superseded.

5. Inquiries. Inquiries should be directed to Janis Pearson at pearson.janis@jobcorps.org, or to Linda Estep at estep.linda@jobcorps.org. Phone inquiries may be directed to the Technical Assistance Center (TAC) at (800) 598-5008.