Stephanie Payne

From: Jessica Nash <JessicaNash@redweb.com>
Sent: 23 March 2011 11:29
To: Chrystyna Chymera
Cc: Ryan Anthoney; Luke Guppy
Subject: RE: EC-11-11833 - revised requirements specifications document

Hi Chrystyna,

I don't think that you need to go through this process as we are not sharing a video on Facebook, we are sharing a link to the referendum page (as defined in the spec document – 3.1.2.9). This page has video on it which the user will have access to, but the video itself is not being directly embedded into facebook.

An image will not appear next to the link on Facebook as this is just a text post.

I hope that helps – let me know if you have any further questions.

Kind regards

Jessica

From: Chrystyna Chymera [mailto:CChymera@electoralcommission.org.uk]
Sent: 23 March 2011 11:20
To: Jessica Nash
Cc: Ryan Anthoney; Luke Guppy
Subject: RE: EC-11-11833 - revised requirements specifications document

Hi, I have checked this out and we just need our site approved to share vids on FB – a simple process- I have emailed the link to Ryan to fill the form out – but copied the email from Jess at Glue below for you too.

Also, will an image appear next to the link on FB – Glue think it will and said they would supply one – could you liaise with them on that?

Many thanks

Chrys

Hello

Here is the link to the Facebook approval system
http://www.facebook.com/help/contact.php?show_form=video_embed_whitelist
As mentioned yesterday, based on our experience the approval times are normally fairly quick, but it does vary on a case by case basis so we suggest you get the ball rolling as soon as possible.

Thanks
Jess

From: Jessica Nash [mailto:JessicaNash@redweb.com]
Sent: 22 March 2011 11:18
To: Chrystyna Chymera

Cc: Ryan Anthoney; Luke Guppy
Subject: RE: EC-11-11833 - revised requirements specifications document

Hi Chrystyna,

Thank you for getting back to me so quickly! I will revise the project plan and send it through later today along with the designs, to yourself and Glue.

Regarding the question you have about Facebook, the link to share on Facebook will simply post the defined text on a users own Facebook wall so that their friends can see it and link through to the Referendum Video page on www.aboutmyvote.co.uk. Therefore, there is no need for a specific EC Facebook page.

Thanks

Jessica

From: Chrystyna Chymera [mailto:CChymera@electoralcommission.org.uk]
Sent: 22 March 2011 11:07
To: Jessica Nash; Iredia Oboh
Cc: Ryan Anthoney; Luke Guppy
Subject: RE: EC-11-11833 - revised requirements specifications document

Hi Jessica,

That all looks fine to me thank you.

Have made some notes below in your email…

From: Jessica Nash [mailto:JessicaNash@redweb.com]
Sent: 22 March 2011 10:23
To: Iredia Oboh; Chrystyna Chymera
Cc: Ryan Anthoney; Luke Guppy
Subject: EC-11-11833 - revised requirements specifications document

Dear Chrystyna and Iredia,

Thank you for your feedback on the requirements specification document – we have now made the requested changes to the document – please see version 0b attached for your approval. As well as the requested changes, there are a few points that I wanted to go through with you:

- We have noted that tracking tags are to be provided by M4C for us to include (please note that this is for the video buttons). Ryan will send through a separate quote for the additional tracking requirements.
- We have English and Welsh copy supplied that we will use – I believe that this copy is not yet signed off? If any changes are required to the copy, you will be able to change this within the CMS during UAT. That is fine thanks
- We had a call with Glue yesterday and they have told me that the final video embed code will not be supplied until 30th March. We do have sample video embed code to test against, but please note that the final animations will not go through internal testing or UAT. I will speak to Glue about getting it earlier
- Glue have supplied the facebook text and accessibility text (outlined in the spec). What action is required from us for the FB thing to work? Do we need a page?
- We also agreed with Glue that they would not need to supply the button design – we will design these to fit in with the referendum page.
- We have added the requirement to have audio and text transcript files available for download in both Welsh and English.

Please can you confirm what the referendum hub page and the video page will be called in the navigation? Iredia to confirm asap

We are aiming for this attached document to be signed off by close of business today – please can you read through this and let me know if you have any questions. Once you are happy to sign the document off, please can you confirm this in an email?

The next stage is design concepts – we are producing the first round of designs today, which will be sent through to you by close of business today. Glue have requested that they see the designs when they are sent through to you for review – are you happy for me to share these as well as the requirements specifications document with them? Yes no probs

You mentioned that you would ideally like a go-live date of the 1st of April. This would be our preference too (we do not recommend deploying on a Friday). However, at this stage the timescales are already very tight. We could reduce UAT to half a day in an attempt to deploy on the Thursday, but this would still be dependent on the number of items raised during UAT (how much time is needed for reworking) and we could not guarantee a Thursday deployment. If you would like me to put together a project plan based on this, please let me know. Yes we would like to try this please

I look forward to hearing from you.

Kind regards

Jessica

Jessica Nash

Project Manager
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