



## **Welcome**

Thank you for your interest in Sites@Duke Pro!

The Sites@Duke Pro team will review your submission and contact you regarding next steps within 2 business weeks.

The survey does not need to be completed in one session. You may complete a portion, and your progress will be saved until you return later to finish the remainder of the survey. You may also contact us at [oit-dws@duke.edu](mailto:oit-dws@duke.edu) with any questions.

## **You & your organization**

### **Your organization**

Your organization (i.e., the group that needs a website)

Give us the "10,000-foot view" of your organization – who/what is it, and what does it do?

Name & email address of the primary contact person for discussions about approvals and deployment of your new website (if not you)

**Your website: URL and analytics**

**About your website (part 1 of 3)**

Do you have an existing website?

Yes – if so, please provide URL

No

What is the approved URL for your new website?

URL approval is required to request a Sites@Duke Pro site. If you plan to use the same URL as your existing site, your URL is already approved. New third-level domains (e.g., sitename.duke.edu) must be requested and approved through [Duke's domain request policy](#), and fourth-level domains (e.g., your.sitename.duke.edu) must be approved by the owner of its respective third-level domain.

Same as my existing site

A new URL – if so, 1) provide your approved URL below, and 2) forward your proof of approval to oit-dws@duke.edu

Do you want to use Google Analytics? If so, provide your Google Analytics Tracking or Measurement ID ([Where to find Tracking IDs and Measurement IDs](#)). Per DUHS policy, Google Analytics will not be added to Duke Health-affiliated sites.

Yes

No

Do you have a desired launch timeframe?

## **Your website: visual design & branding**

### **About your website (part 2 of 3)**

Which color scheme would you like for your site's header?  
Once implemented, this selection cannot be easily changed.

- Blue header ([see example](#))
- White header ([see example](#))

By default, your site will have an editable Site Name in the header, with an optional smaller "Prefix" line of text above. See examples of a Prefix + Site Name below:



If you would like to use a custom logo for your Site Name instead, upload the logo file to *box.duke.edu* and provide a link to the file below (select the "People in your Company" sharing option). We will review the logo to ensure it meets [Duke's brand guidelines](#), and the file must meet the following guidelines:

## **File requirements:**

- SVG format saved from a vector file (please include the Duke wordmark)
  - Blue header sites: white text preferred
  - White header sites: Duke blue text preferred
- Transparent background, with no whitespace around the graphics
- Horizontal orientation at 600 pixel max width



## **Your website: user experience**

### **About your website (part 3 of 3)**

Your Sites@Duke Pro site includes a one-hour user experience consultation with our Creative + User Experience (CrUX) team.

They will evaluate your answers below and meet with you to review your website goals, user groups, and content to help jump start your project. They can recommend [additional UX packages](#) if you need further assistance with any of these areas.

What are the primary and secondary goals of the site?  
What do you most hope that users will do when they visit?

A large, empty rectangular box with a thin grey border, intended for the user to provide their answers to the questions above. A small diagonal line is visible in the bottom right corner of the box.

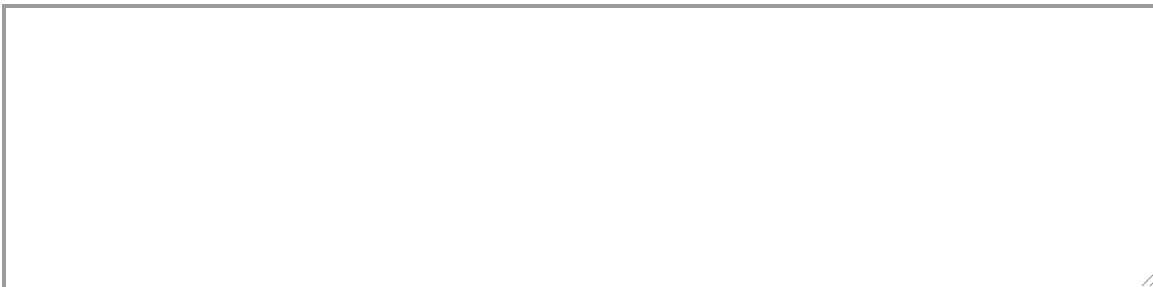
Who are the different audiences that will be visiting this site? Which are most important to the site's goals?

A large, empty rectangular box with a thin grey border, intended for the user to provide their answers to the questions above. A small diagonal line is visible in the bottom right corner of the box.

What kind of content will you be adding to the site? If you are redesigning a current site, is there any content that should be added, removed, or revised?

A large, empty rectangular box with a thin black border, intended for the user to provide their answer to the question above. A small diagonal slash is visible in the bottom right corner of the box.

What is your workflow for editing or creating new content and adding it to the website?

A large, empty rectangular box with a thin black border, intended for the user to provide their answer to the question above. A small diagonal slash is visible in the bottom right corner of the box.

**Available features and integrations**

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Sites Pro is pretty great – but, it can't do everything. Our website outlines the [available features and integrations](#).

If you are expecting functionality that is NOT specifically mentioned on our website, or if you have any questions about what is or is not included, pause here and contact us at [oit-dws@duke.edu](mailto:oit-dws@duke.edu).

By selecting the checkbox below, you confirm you have reviewed and understand the functionality and integrations available in Sites@Duke Pro.

- I confirm I have reviewed and understand the available functionality and integrations

Your Sites@Duke Pro site includes free [training sessions](#) for site admins and content editors. We will provide further details upon delivery of your staging site.

Have you previously completed an OIT Sites Pro training session?

- Yes – please provide your name and date of completed training session

- No

## **Payment**

### **Payment Terms**

By selecting the checkbox below and submitting this form, you authorize an initial charge of \$3,000 to the cost center (i.e., fund code) listed below – to be billed within one month from the date this form is submitted.

You will be charged an additional \$250 monthly maintenance fee to your cost center – first charged the month you receive your staging site.

[Review pricing details on our website.](#)

- I approve an initial charge of \$3,000 and a monthly maintenance fee of \$250 to the cost center listed below

Cost center (i.e., fund code)

Name of primary billing contact(s)

Email address of primary billing contact(s)

**Confirm & Submit**

**Review and Purchase**

Do you have any final comments or questions for the Sites@Duke Pro team?



**This is the final step in the purchase process. Clicking the "continue" arrow below will submit this form, and your request will be processed.**

You may also pause here and return to complete this form later. Your progress will be saved.