

Youth to Youth (Y2Y) Project West Vancouver School District and Community Project

Project Overview

An internal district review indicated that youth in West Vancouver need better access to knowledge regarding events occurring at the high schools and within the community. A combined committee consisting of school district employees and municipal workers support the concept of producing a youth to youth (Y2Y) built by youth for youth in order to provide information on community and school events. Although this project has received approval from both the school district and the municipality, there is currently no available funding to finance this venture. However, resources and tools are available through the school district and municipality to complete the project.

All time commitments will be voluntary, although the municipal worker, in anticipation of this project, included time spent on this project in her job description. The students involved in the project will also be voluntary, although work done can be submitted to the IT teachers in order to receive credit towards technology courses. The IT teachers have generously agreed to allow the work to be submitted for marks, and have agreed to allow some class time to be spent on this project.

Target Audience

The target audience for the finished web site is the youth of West Vancouver. Although the web site will be directed at students, it is expected that the parents of these students will also explore and review the site. Most families in this district have access to computers at home.

The district has three high schools with students in grades 8-12

- 1) Rockridge Secondary – approximately 950 students
- 2) Sentinel Secondary – approximately 860 students
- 3) West Vancouver Secondary – approximately 1550 students

Time Frame

The project will start August 25, 2003 and will be complete by November 4, 2003. The time frame is 52 working days, although it is recognized that the students will complete some of their work on the weekends.

Budget

There is no actual budget for this project. However, some funds may be given to the group for reaching target milestones and for an end of the project dinner celebration.

Process

The process has several stages.

Stage 1: **Selection of students**. This selection process will occur by looking at class lists of students in grades 10-11 at the three high schools. IT teachers will be asked to nominate students they know will be committed to the project and be able to handle the additional workload. Discussion will then occur with nominated students to determine interest levels. If needed, the project manager, vice-principal, and municipal worker will conduct interviews, in order to select the students for the project.

Stage 2: **Team meeting**. The entire team will meet to discuss and decide on the basic web site design and to brainstorm ideas for graphics, photos, content, and animations. Roles and responsibilities will be discussed and an executive decision making team will be selected to attend future meetings at the district level and take information to the students at their school. One student from each school will be selected for this executive team.

Stage 3: **Work**. The groups will work on their individual tasks (See Roles and Responsibilities chart below) within their own schools and send their completed work to the executive team for approval. This work will then be placed into the web site by the student designers and uploaded on the server by the VP.

Stage 4: **Testing**. The web site will be tested and released.

Stage 5: **Maintenance Team**. The team will have a final meeting and three students will be selected to maintain and upgrade the web site, under the supervision of the Vice-Principal. One student from each school will be on this team. The commitment will be for two years, and during the second year a younger student will be selected by the students, IT Teachers, and VP to learn how to maintain and update the web site. There will be a one-year overlap of the older students training the younger students. The following year the older students will graduate or step away from the project, and allow the apprentices to select new students to learn the skills required to upgrade the site. This will also allow the web site to be around for years as the required skills will be passed on by the students.

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Resources/Tools

- **Server:** The municipality server will host the web site.
- **Dreamweaver:** This program will be used to build and maintain the web site. Site licenses will be purchased by district.
- **Computers:** Each of the three high schools have PC computer labs. The students have access to these computers to build the web sites, connect with the servers, and save their pages.
- **Flash:** The students can produce animations using Flash, which is licensed by the school district.
- **Photoshop:** The students can use Photoshop to manipulate digital and film photographs, which is licensed by the school district.
- **Photo Labs:** Located in each high school, these labs will be made available to the photographers as needed. The students will use digital format whenever possible.
- **Windows 95/98/2000:** Currently on the school computers.
- **Mac OS 8:** Currently on the available Mac computers at the schools.
- **Netscape 4+:** Currently on computers at all three high schools.
- **Internet Explorer:** Currently on computers at all three high schools.
- **Microsoft Word:** Currently available on all computers in district. Used to draft the content prior to placing into Dreamweaver.
- **Online Storage:** A space will be provided online so that students can store their saved work from home.

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Team

The team will be made up of:

- 1 Project manager
- 1 Vice-Principal – supervisory capacity
- 1 Municipal worker – advisory capacity
- 3 IT Teachers – support capacity
- 3 Student writers of content
- 3 Student photographers for images
- 6 Student designers for animations, graphics, programming, and designing the web site

Deliverables

- Roles and responsibilities (below)
- Tasks and milestones (separate document)
- Gantt Chart (separate document)

Roles and Responsibilities of the Team

Roles	Responsibilities	Availability	Comments
Project Manager PM	<ul style="list-style-type: none"> • Oversees project • Works with team to set timelines and designates tasks • Member of executive team 	Part time	Volunteer - adult
Vice - Principal VP	<ul style="list-style-type: none"> • Architect • Technology expert • School District representative • Approves content and design • Uploads site to municipal server • Monitors progress • Assists students • Member of executive team 	Part time	Volunteer - adult Has district approval to work on this project, although not in job description.
Municipal Worker MW	<ul style="list-style-type: none"> • Maintains contact with municipal youth team • Relays information on city events • Provides data on other youth sites • Member of executive team 	Part time 20 hours allocated to this project.	Paid by city. This task was written into worker's job description in anticipation of this project.

Roles	Responsibilities	Availability	Comments
Rockridge IT Teacher IT1	<ul style="list-style-type: none"> • Mentor SD1, SD2, SW1, and SP1 • Provide technical support where needed • Provide class time and course credit to students working on project 	Part time	Paid employee by district, but taking on this project as 'volunteer'
Sentinel IT Teacher IT2	<ul style="list-style-type: none"> • Mentor SD3, SD4, SW2 and SP2 • Provide technical support where needed • Provide class time and course credit to students working on project 	Part time	Paid employee by district, but taking on this project as 'volunteer'
West Van IT Teacher IT3	<ul style="list-style-type: none"> • Mentor SD5, SD6, SW3, and SP3 • Provide technical support where needed • Provide class time and course credit to students working on project 	Part time	Paid employee by district, but taking on this project as 'volunteer'

Roles	Responsibilities	Availability	Comments
Student Designer 1 SD1	<ul style="list-style-type: none"> • Design graphics • Design animations • Develop graphics • Develop animations • Design web site • Develop web site 	Part time	Volunteer – student. Selected from Rockridge – Recommended by IT teacher
Student Designer 2 SD2	<ul style="list-style-type: none"> • Design graphics • Design animations • Develop graphics • Develop animations • Design web site • Develop web site 	Part time	Volunteer – student Selected from Rockridge – Recommended by IT teacher
Student Designer 3 SD3	<ul style="list-style-type: none"> • Design graphics • Design animations • Develop graphics • Develop animations • Design web site • Develop web site 	Part time	Volunteer – student Selected from Sentinel – Recommended by IT teacher
Student Designer 4 SD4	<ul style="list-style-type: none"> • Design graphics • Design animations • Develop graphics • Develop animations • Design web site • Develop web site 	Part time	Volunteer – student Selected from Sentinel – Recommended by IT teacher
Student Designer 5 SD5	<ul style="list-style-type: none"> • Design graphics • Design animations • Develop graphics • Develop animations • Design web site • Develop web site • Member of executive team* 	Part time	Volunteer – student Selected from West Van – Recommended by IT teacher
Student Designer 6 SD6	<ul style="list-style-type: none"> • Design graphics • Design animations • Develop graphics • Develop animations • Design web site • Develop web site 	Part time	Volunteer – student Selected from West Van – Recommended by IT teacher

Roles	Responsibilities	Availability	Comments
Student Writer 1 SW1	<ul style="list-style-type: none"> • Gather information from Rockridge school • Gather information from the community • Develop content • Member of executive team* 	Part time	Volunteer – student Selected by Rockridge IT teacher. May get some credit towards IT course
Student Writer 2 SW2	<ul style="list-style-type: none"> • Gather information from Sentinel school • Gather information from the community • Develop content 	Part time	Volunteer – student Selected by Sentinel IT teacher. May get some credit towards IT course
Student Writer 3 SW3	<ul style="list-style-type: none"> • Gather information from West Van school • Gather information from the community • Develop content 	Part time	Volunteer – student Selected by West Van IT teacher. May get some credit towards IT course

Roles	Responsibilities	Availability	Comments
1 Student Photographer SP1	<ul style="list-style-type: none"> • Take digital and film photographs at Rockridge and in the community • Develop photos • Digitize photos • Ready photos for web site 	Part time	Volunteer – student. Selected from Rockridge, recommended by teacher. May get some course credit for work done.
Student Photographer SP2	<ul style="list-style-type: none"> • Take digital and film photographs at Sentinel and in the community • Develop photos • Digitize photos • Ready photos for web site • Member of executive team* 	Part time	Volunteer – student. Selected from Sentinel, recommended by teacher. May get some course credit for work done.
3 Student Photographer SP3	<ul style="list-style-type: none"> • Take digital and film photographs at West Van and in the community • Develop photos • Digitize photos • Ready photos for web site 	Part time	Volunteer – student. Selected from West Van, recommended by teacher. May get some course credit for work done.

* This responsibility may belong to a different student from that school. Decisions as to which students sit on the executive team will be made by the VP and MW in September.