Version 1
Version 2
Version 3 Sprint 4-5 are now managed on Asana.

Task No.	Assigned	Task	Type of Task	Sprint / Assigned	Notes
	Design				
1	Design should be responsive for mobile and tablets as well as desktops.	Get rid of left and right-sided margins entirely. **Page 25 of the Scoping Document**	IMPLIED ACTION	Sprint 1-2 OA PKP? GS/AW to supply	Done. Amanda
2	Design should be WC3A accessible, and designed for the ageing eye.	See WAVE test results.	IMPLIED ACTION	N/A	In progress
3	Social Media	Delete social media feed in sandbox (right-hand side margin). Replace it with a Twitter button in header or footer **Page 27-8 of the Scoping Document**	TASK	Sprint 1 Jan OA PKP? GS/AW to supply	Done w/ Emma and Grant
4	Editorial Board	Delete editorial board in left-hand side margin of the about page. This will be replaced with new content in the "About" page. **Page 14 of the Scoping Document**	TASK	Sprint 2 Feb OA PKP? EC to supply copy GS/AW save old version of Editorial Board (archive)	Done Amanda

5	About Page	Add a grid of images with captions to the About Page (see Staff and Advisory Board for Anthropocene website): The images should include alt-text. **Page 14 of the Scoping Document**	TASK	Sprint 2 Feb OA PKP? EC to supply copy	Done
6	Archives	Decrease our bounce rate by creating a list based structure for the archives page rather than a series of headers (then make sure each page is Google listed). See WAVE test results, page 2 of 14. New: see this guidance for lists and headers: https://docs.pkp.sfu.ca/accessible-content/en/principles#readability-and-legibility-of-writing	TASK	Sprint 2 Feb OA PKP? EC to supply copy	I ran the WAVE test on the sandbox site, and it looks like OJS3 does a bit better with this? Not sure how to interpret the results, so Amanda could you confirm? Test again in Sprint 4
7	Search	Add an advanced search in the top page menu like the search for Tapuya. Or as a separate menu item like DJS. Search for "Keywords, Authors, DOI, ORCID" **Page 19-20, 22 of the Scoping Document**	TASK	Sprint 1 Jan OJS?	Standard OJS search was added by Grant and Emma. Search is now in the tool bar. Amanda Actioned. 2 Mar
8	Banner	Reduce the banner height by 70%. **Page 21 of the Scoping Document**	TASK	Sprint 1 Jan OA	Actioned as a CSS workaround. Amanda 2 Mar Sprint 4 Emma needs to change the file name so it can be read by screen readers. To do.

9	Banner	Replace old banner with new image and adjust colour palette to bring in magenta. This is to make sure the palette is visible to the ageing eye. **Page 23 of the Scoping Document**	TASK	Sprint 1 Jan OA AW to supply image GO to secure permissions	Actioned Amanda. 2 Mar
10	Menu	Change Menu to read: reduce duplication of Home and User Home? Move FAQs to end of the menu list. What does Genres do? This makes more sense to the internal team as a submission process, than it does as a menu header Replace "Current" with "Issues as a header title. Add "REGISTER" to the menu Replace "Submit" with "Submissions" Drop menu to Upper case and Lower Case like this: **Home About Register Submissions Issues Archive Search** Nest "Genres" as a menu (or add this to the Guidelines content) Add Collaborate for a page on Twitter, and other platforms.	TASK	Sprint 1 Jan OA PKP? OJS?	Implemented on sandbox site. Actioned. Now on v 3 of menu. 2 Mar Done.
11	Footer	Add the functionality (plugin?) to translate article, or provide a clickable link. **Page 24 of the Scoping Document**	TASK	Sprint 1 Jan OA / PKP If not possible, EC can add recommendations in guidelines	There doesn't seem to be an OJS Google Translate plugin. Could be addressed with a custom plugin. Obsolete from Mar research.
12	Footer	Add the functionality (plugin?) to increase the reading size of the font in the footer only. **Page 24 of the Scoping Document**	TASK	Sprint 1 Jan PKP	Actioned. Amanda 2 Mar

13	Footer	Add <mark>email to</mark> the footer as a clickable "Contact Us" **Page 24 of the Scoping Document**	TASK	Sprint 1 Jan PKP	This link appears in the current sandbox footer. (Links to https://estsjournal.org/index.php/ests/about/contact.) Actioned. Amanda
14	Footer	Add a link to our Copyright information and privacy policy **Page 27 of the Scoping Document** **Copyright Notice** **ESTS by estsjournal.org is licensed under a Creative Commons ..**	TASK	PKP?	This link appears in the current sandbox footer. (Links to https://ests.journals.publicknowledgeproject.org/index.php/ests/privacy.) Actioned.
	Sprint	**Task**	**Type of Task**	**Assigned**	
15	Footer	Repeat the top menu in the footer to provide further navigation **Page 27 of the Scoping Document**	TASK	PKP?	Editable HTML. Decided against this.
16	Footer	Create a link to join a mailing list. **Page 26 of the Scoping Document**	TASK	PKP?	Leave for now.
17	Favicon	Delete PKP logo, add ESTS logo Change colour scheme.	TASK	Sprint 1 Jan GS/AW to supply new logo	Done on Sandbox site, but need new magenta version? Revert to 4S Favicon until new branding in April 21.
18	Sitemap	Provide a sitemap of the website in the "About" page. **Page 29 of the Scoping Document**	TASK	Sprint 2 Feb OJS PKP OA	Not sure if this can be used, but OJS generates an XML sitemap here:

					https://ests.journals.publicknowledgeproject.org/index.php/ests/sitemap PKP: It should be automatically generated.
19	Policies and Guidelines	Revise policies and guidelines content as a single list (not a series of headers), this at present doesn't pass accessibility tests like WAVE.	TASK	Sprint 2 Feb OJS? PKP?	Awaiting copy. Now moved to Sprint 4
20	Indexing and Abstracting	Add indexing and abstracting information as a clickable list. **Page 33 of the Scoping Document**	TASK	Sprint 2 Feb GS/AW to supply	Awaiting copy. Now moved to Sprint 4
21	Accessibility	Make all pages accessible to be read by text-to-speech software like Google Wavenet. Replace header structure with lists. See WAVE test results. and **Page 44 of the Scoping Document**	TASK	Sprint 1-3 Jan-Mar OA PKP?	To test in Sprint 4
22	Articles	Provide accessible content to read by text-to-speech software, or w/ contents for speed-through content a click at a time.	IMPLIED ACTION	N/A	To test in Sprint 4
23	Articles	Provide HTML pages as well as Pdfs.	TASK	Sprint 2 Feb OA/PKP/OJS	In progress. Sprint 5
24	Articles	Provide Mp3 files for podcasts	TASK	Sprint *(not yet identified)*	**Need OJS plugin when we go live**
25	Articles	Provide XML files	TASK	Sprint *(not yet identified)*	**Need OJS plugin when we go live**

26	Font	Swap out fonts for Merriweather and Merriweather Sans using style sheet Amanda will provide for both articles and the website. Subject to collective approval.	TASK	Sprint 1-3 AW to supply for GS	Actioned. Amanda 2 Mar
	Sprint	**Task**	**Type of Task**	**Assigned**	
27	Articles	Provide straight to print button	TASK	Sprint *(not yet identified*	To test if we need this after Sprint 4&5
28	Articles	Decrease the size of the pdf button and increase the size of the main text to at least 12 point following these guidelines for websites. Printable pdfs need to be set to 12 point as well as the website copy. *"Never use text smaller than 12 point – 14 point or more is idea*l." From: https://www.ageuk.org.uk/globalassets/age-uk/documents/reports-and-publications/reports-and-briefings/health--wellbeing/rb_july15_how-to-make-your-age-uk-dementia-friendly.pdf *"Font size and type must be large enough to read and on a background that accommodates for those who are visually impaired."* From: https://www.ageuk.org.uk/london/projects-campaigns/age-friendly-london/communication-information/	TASK	Sprint 1-3 Jan - Mar OA and AW	Actioned. Amanda 2 Mar

	Google Analytics				
29	Measurement Plan	Decrease our bounce rate by adding a search to our menu.	IMPLIED ACTION	N/A	
30	Measurement Plan	Create tailored analytics that apply to GDPR rules around Cookies statements.	IMPLIED ACTION	N/A	
31	Measurement Plan	Evaluate changes to website	IMPLIED ACTION	N/A	
32	Cookies	Track every website page by country. Add a cookie statement for our journal. **Page 30 of the Scoping Document**	TAS	Sprint 5 Mar OA/PKP	
33	Google Listed	Make sure every page is Google listed. See Google Analytics Plan.	TASK	Sprint 5 May OA/PKP	
	Sprint	**Task**	**Type of Task**	**Assigned**	
34	Site Searches	Switch on "Site search settings". **Page 45 of the Scoping Document**	TASK	Sprint 5 May OA/PKP	
35	Site Searches	Make sure our new search functionality tracks the data so we can improve bounce rates **Page 45 of the Scoping Document**	TASK	Sprint 5 May OA/PKP	
36	Tags	Set-up to track PDFs on custom reports. **Page 45 of the Scoping Document**	TASK	Sprint 5 May OA/PKP AW/GO to work out the 1-4 things we will tag.	
37	Filters	Filter out our internal team from Google analytic data **Page 45 of the Scoping Document**	TASK	Sprint 5 May OA/PKP	

To Dos:

Strategy
- Use short form as the quickest way to increase readership diversity. Additionally, around 89% of those surveyed would submit to an open peer review.

Policy
- Add sponsorship copy to the about page. See Page 31 of the [Scoping Document.](#)
- Use advertising revenue spec. See Page 32 of the Scoping Document.
- Consider a par on impact statement. See Page 35-6 of the Scoping Document.
- Consider self-archiving and pre-print policy. See Page 39 of the Scoping Document.
- Lead with Open access and sections policies. See Page 38 of the Scoping Document.
- Increase short. form writing for S America and Africa. See Page 1 of 9 [Reader Survey Evaluation](#).

Pedagogy
- Go through pages on Scoping Document (Comparative Review), page and pages 2-9 of [Reader Survey Evaluation](#)