

UNITED NATIONS - ECONOMIC AND SOCIAL COMMISSION FOR ASIA AND THE PACIFIC
Capacity Building Workshop on National PPP Portal Content Management

26-27 April 2016

Bangkok, Thailand

AGENDA

Day One: 26 April 2016

1. Introduction and Current PPP portals	
13:00 – 13:30	Opening Remarks by Mr. Mathieu Verougstraete , Economic Affairs Officer, Transport Division, UNESCAP National PPP Portals by Mr. Ed MacDonagh , Consultant, Transport Division, UNESCAP Introduction to Drupal CMS by Mr Peter Wakeman , Managing Director, MarketingBangkok.com
2. Portal Content Management – Theory and Principles	
13:30 – 14:30	PPPS Backend Manual (handout provided) Content Management (how to use and edit pages): <ul style="list-style-type: none">a) Content Overviewb) Adding New Contentc) Editing Homepage Sliderd) Translating Contente) Blocksf) Webformsg) Menush) Taxonomy Tagsi) Questions from Participants - Mr Peter Wakeman , Managing Director, MarketingBangkok.com
14:30 – 15:00	Coffee Break
15:00 – 16:00	Content Maintenance: <ul style="list-style-type: none">a) Introduction to Basic Drupal Maintenanceb) Backing Up / Restoring Drupalc) Updating Drupal Cored) Updating Drupal Modulese) Questions from Participants - Mr Peter Wakeman , Managing Director, MarketingBangkok.com
16:00 – 17:00	Advanced Features: <ul style="list-style-type: none">a) User Managementb) Drupal Cachingc) Drupal Modulesd) Questions from Participants

Day Two: 27 April 2016

3. Portal Content Management – Applied Exercises	
09:00 – 10:30	Homepage: <ul style="list-style-type: none"> a) Changing the Homepage Banners / Text b) Editing the Homepage Text / Pictures c) Editing the Contact Us Text Block in the Footer d) Questions from Participants <p>- Mr Peter Wakeman, Managing Director, MarketingBangkok.com</p> <p>- Mr. Ed MacDonagh, Consultant, Transport Division, UNESCAP</p>
10:30 – 11:00	Coffee Break
11:00 – 12:30	Project Page: <ul style="list-style-type: none"> a) Editing the Project Overview Page / Adding a New Project b) Translating a Page c) Editing the Translation of an Existing Page Policy and Guidelines Page: <ul style="list-style-type: none"> a) Editing a Policy pdf attachment on the policy and guidelines page b) Questions from participants <p>- Mr Peter Wakeman, Managing Director, MarketingBangkok.com</p> <p>- Mr. Ed MacDonagh, Consultant, Transport Division, UNESCAP</p>
12:30 – 13:30	Lunch Break
13:30 – 15:00	Events Page: <ul style="list-style-type: none"> a) Adding a New Event b) Unpublish an Event c) Edit Event d) Change Event Overview – Description e) Questions from Participants <p>- Mr Peter Wakeman, Managing Director, MarketingBangkok.com</p> <p>- Mr. Ed MacDonagh, Consultant, Transport Division, UNESCAP</p>
15:00 – 15:30	Coffee Break
4. Portal Content Management – Additional Issues	
15:30 – 16:30	Troubleshooting: <ul style="list-style-type: none"> a) Locked Out of Website b) Errors Reported After Updating c) White / Blank Screen d) Website Cannot Send Email e) Questions from Participants <p>- Mr Peter Wakeman, Managing Director, MarketingBangkok.com</p>
16:30 – 17:00	Feedback and Close -- Mr Mathieu Verougstraete , Economic Affairs Officer, Transport Division, UNESCAP