

# PROJECT WEBSITE

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## Final update at the end of a project

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As your project is nearing the end, we want to provide you with some tips and recommendations on how to take care of the project website and what to remember when updating your website and social media accounts for a potential last time.

We believe that your project outputs and results will have an impact on central Europe beyond the project lifetime. For years to come, the project website will remain a key platform for sharing information on what you have done and achieved beyond borders. We will continue to host it as part of our programme website and need your cooperation to guarantee up-to-date information there for experts or the interested public.

## Write a short summary of project achievements

This intro part of your final website update could very well build on the “About the project” part, which most of you have on the website already. Use the same “text tag” to summarise what your project was about and what you have achieved. Describe the challenge and how your project contributed to solving it. The summary should be rather short and to the point. Please avoid any abbreviations and technical language, keep in mind that most visitors probably do not know much about the project.

## Showcase outputs and results in in numbers

Feel free to keep the “numbers tag” (or add more of them) on your final website as it can nicely summarise project outputs and results. Please aim for result-related numbers rather than general ones.

*Example: 2 strategies, 1 mapping tool, 18 protected sites, 220 training hours etc.*

## Keep the partner map

It is nice for your visitor to know which partners from which countries were involved in the project so we recommend to keep the “partner map tag”. Please review all contact details and delete information that you do not want to keep published.

## Publish deliverables that describe your outputs

Update the documents and publications library section. Please add the final versions of important outputs and deliverables. Remember to give the documents meaningful titles to ensure that visitors can easily navigate through them. If your project developed any tool/platform/database remember to insert the link to it on the final website.

You can use the “flexible content element tag” to promote your platforms. You can also list your key outputs and deliverables using the “table tag”, remember to link each table item to the relevant document.

## Write what you learned from pilot actions and investments

Summarise your pilots, concentrate on their model and demonstration character and the actual learnings. Briefly describe their possible replicability and transnational character. You can use the “boxes tag” for this. If you want to provide more information you can then link the boxes to subpages or to the relevant deliverable describing the pilots.

## Archive your news and events

Write a news article about the end of the project. In this news you should include references to the most important outputs and provide contact details to make sure that anyone who is interested to find out more can get in touch.

Remember also to create a news archive and place all old news into the archive. Use one of the text boxes to create a gateway to your archive and link it to the subpage on which you list all your past news. For inspiration have a look at the sample page.

Delete the “event overview tag” completely from your website. If you wish to document some of your main events on the website, insert them into the news archive by creating content pages.

Delete the “newsletter subscription tag” and store the past newsletters in the documents library or news archive.

## Update your contacts

Update the contact section, take out contact details of project, finance and communication managers and leave just the contact of the lead partner in case visitors want to get in touch.

## Archive your social media accounts

Close down your project social media accounts, in case no further active management of them is foreseen. Do not delete the accounts but change the privacy level to a restricted audience. Or leave it public but make clear that there will be no updates anymore.

For inspiration please have a look here at the sample page we created for a final project website: [www.interreg-central.eu/finalupdate](http://www.interreg-central.eu/finalupdate)

Do not hesitate to contact us if you need any support or in case you have any questions.

Tags available in the CMS

add Tag:

- + Text
- + 2 Column Text
- + 2 Text Boxes
- + 4 Text Boxes
- + Flexible Content Element
- + 4 Numbers (animated)
- + 2 Numbers (animated)
- + 2 Numbers (static)
- + Project Duration
- + Documents and Publications
- + Event Overview
- + Contacts
- + Table
- + Gallery
- + Newsletter Registration
- + Parallaxing Background Images
- + Partner Map