

Policy for Web Page Implementation

The purpose of this procedure is to develop a clear identity for each website request received by the Information Technology area within Student Affairs, and to develop mechanisms to prioritize, track and document development of each project.

- I. Website request initiated by department.
 - a. Appointment scheduled with department
 - b. Department page of form **ITP - 0002** sent to department's designated contact person(s) with appointment time entered by tech

- II. Interview with department contact entered onto contact form
 - a. General needs of department identified
 - b. "Look and feel" wishes discussed
 - c. Content outline obtained by tech
 - d. Date set for next contact with department
 - i. Determine level of project priority per SAITS policy (**ITP - 0001**)

- III. Internal completion of form (two copies, technician & area)
 - a. Establish job number
 - b. Confirm suspense date for next contact per protocol and supervisor.

- IV. Website development
 - a. Begin initial work on prototype for department
 - b. Report to area on or before agreed-upon date on **ITP – 0002a** form.
 - c. At the completion of the project, file final copy of **ITP – 0002a** with IT supervisor.