

Criteria and Analysis Approved by the WAC 12/07/07

Criteria that Shayla will apply to incoming Web requests and that WAC will use when asked to hear an appeal: these four factors have to be taken into account (nonlinearly)

Factor 1.

1. Misrepresentation on the Web of the current state or structure
2. A broken process holding things up and stopping production
3. No site at all (and the site owner has come forward)

Factor 2.

Amount of audience impacted

- a. Student (current and prospective) and faculty
- b. Parents and alumni
- c. Staff

Factor 3.

Business process tune-ups, working smarter (but does it serve internal or does it make it easier for faculty and students to complete a process)

Factor 4.

1. How quickly can it be completed
2. How much of a need is it vs. something they want
3. A request has been made and there is a site owner

Analysis: done per request by Shayla and on appeal by WAC

1. Is discovery questionnaire complete (if so, a site owner has been identified)?
2. Do they have something currently functional on the Web?
3. Is the College as a whole served by the requested work?
4. How much lead time was allowed/planned for?
5. Are their current business needs being served?
6. Can the request be broken down into smaller, discrete parts?
7. What other requests is it competing with?

Web Construction Site to be built by Web Services Team will help communicate goals and timeframes to campus. It will be announced via e-mail with a link to the site and be added to the online “toolbox” and will include:

1. Lead time need for request
2. online discovery questionnaire
3. graphic of scheduled tasks (timeline)
4. training classes offered and sign-up (CMS, DreamWeaver, Contribute)
5. Explain the appeal process