

Interagency Committee of State Employed Women (ICSEW)
Committee Policies and Procedures

3.02 ICSEW Web Site Development

Date of Original Issue: 7/13/2004

Date Modified: 6/13/2006

PURPOSE

This policy has been established to define procedures/standards for development and maintenance of the ICSEW Web site.

SCOPE

This policy applies to the Communications Committee Chair and ICSEW Web Developers.

POLICY

Every effort will be made to choose a Web Developer(s) who is already trained in the following:

- Dreamweaver HTML editing software.
- PDF editing software (e.g. Adobe Acrobat or Nitro PDF Professional).
- Graphics editor software for images (e.g. Adobe Photoshop or Macromedia Fireworks).
- JavaScript.
- Active server Web pages.

If it is not possible to recruit a trained Web Developer(s), the ICSEW Executive Board will vote on training a new developer(s). If the vote is in favor of training the new developer(s), she is required to attend training and have the ICSEW-owned software (two copies of Dreamweaver are available) installed on her work or home computer, whichever will be used for Web site development. Once the developer's term has expired or the position is relinquished, the software shall be uninstalled from her computer and forwarded to the replacement Web Developer or back to the Communications Committee Chair.

Responsibilities of the Communications Committee Chair are as follows:

- Recruit and appoint two qualified Web Developers, with their appointments staggered to ensure continuity of the Web site.
- Provide a copy of the written technical instructions available for uploading Web pages to the ICSEW Web site.

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- Verify that the Web site is adequately maintained and updated.

Responsibilities of the Web Developer(s) include:

- Developing, reviewing, uploading, and maintaining Web pages on the ICSEW Web site.
- Completing Web page requests within 2-days or forwarding the request to the other Web Developer. Page development timelines will be determined by the Communications Committee Chair and the Web Developer(s).
- Working together and meeting on a regular basis, if needed.
- Attending Communications Committee breakout sessions at ICSEW General Membership meetings to touch base with other committee members. The Web Developers may also be members of other subcommittees.
- Accommodating visually impaired Web users by using adjustable font sizes and other suggested methods.
- Attending one Executive Board meeting per business year to discuss the Web site.

The ICSEW Web Site Development policies and procedures shall meet the following criteria:

- The ICSEW Web site shall be maintained with up-to-date information and events.
- The ICSEW Web site shall include (not in order):
 - ICSEW General Membership roster.
 - Committee Bylaws.
 - ICSEW Policies and Procedures.
 - Subcommittee pages.
 - Event Information.
 - Newsletters.
 - ICSEW General Membership meeting agendas and minutes.
 - Executive Order.
 - Information on becoming an ICSEW member and alternate.

PROCEDURE

Web Page Development

- Each Web Developer shall have a directory on their agency's network or their individual hard drive that is a mirror of the ICSEW Web site.
- The Web Developers will use Dreamweaver HTML editor for editing Web pages.
- Create PDF documents where applicable for documents submitted by ICSEW members.
- Use jpg or gif files for graphics.

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- Use JavaScript where appropriate.
- Create Active Server Web pages by request of the Communications Committee Chair.

Web Page Review and Uploading

- In reviewing Web pages, the Web Developer(s) will verify the following:
 - All graphics are displayed as intended.
 - All links are valid and bring up the appropriate Web page.
 - The content of the Web page is correct and free of grammar and spelling errors.
- If errors are detected, the Web Developer(s) may choose to make minor modifications as long as the intent of the Web page remains unchanged; or inform the submitter of errors and wait for corrections to be re-submitted. The Web Developer(s) will upload the Web page and any related files to the ICSEW Web site once the page is deemed complete and accurate.

RELEVANT LAW AND OTHER RESOURCES

Technical instructions for uploading Web pages to the ICSEW Web site:
Department of Information Services Web Hosting Information
http://techmall.dis.wa.gov/services/web_hosting.asp.

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Board Approved:

Committee Approved: