

Proposal for the Maintenance and Upkeep of Departmental Websites

1. Executive Summary

2. Charge

The group of individuals listed below were charged by the Technology Advisory Group (TAG) to propose a process to better maintain and update academic departmental websites. The current process results in significant non-uniformity, a lack of aesthetics, infrequent updates, and significant imposition upon departmental faculty responsible for maintaining the pages. This proposal seeks to ameliorate each of these impositions on the public image of The University of Scranton and to build a process that allows the creation of a website that enhances the brand and reflects the *prestige* of our campus.

3. Group Composition

4. Proposed Solution

(Katie and Jeremy)

Scheduled updates requested by webmaster for regular updates of all pages.

Webmaster + Tech Cons (+Departmental Liaisons) for Academic Departments
Collaborate and communicate with Academic chairs, and maintain clear communication with University Webpage coordinators (Admissions, HR, Mar/Com)

Department website content design/developer

5. Justification

5.a. Benefit to the University

(Lori)

5.b. Benefit to the Departments

(Sandy and Teresa)

5.c. Benefit to the Faculty

(Sandy and Teresa)

6. Cost Analysis

6.b - Position Description

Managerial experience, web design experience, good communication skills, etc.

7. Conclusion