

GUIDELINES: UF&Shands Work Request Process

GUIDELINE STATEMENT: The work request process will flow as represented in the flow chart attached to this document.

PURPOSE: To ensure an organized, streamlined process for website work requests.

PROCEDURES:

- I. When submitting a work request to the web services team, units will have to indicate whether or not they have read the existing web guideline that pertains to the request.
- II. The web services team may consult with THE UF&Shands Communications office at any time for input on a work request and its possible communications implications.
 - A. Special work requests:
 - **Microsites:** Must be approved by UF&Shands Communications. (eg: Science of Hope.org)
 - **Research consortium sites:** If a research consortium requires a website that does not follow conventional UF&Shands web identity standards, a representative of the consortium should provide documentation from the consortium stating the requirements for the site.(eg: CAN NOT tie to UF&Shands Brand. Grant money funds the research and may require a web presence so the research info is made available)

Work Request Process

