



**WISCONSIN DEPARTMENT OF
ADMINISTRATION**

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Division of Housing
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POLICY: **ADM 02-2014**

TITLE: **DOA Website Posting Request**

EFFECTIVE DATE: **May 1, 2014**

OVERVIEW:

Description:

Process for requesting DOA Website changes, specific to the Division of Housing.

Purpose:

The DOA Website was redesigned and launched January 2014. This policy is meant to provide clear direction regarding the process to request document and content changes to the Division of Housing's web pages. This policy provides a means to ensure changes were reviewed and approved by management.

Policy:

- Management will review all requests.

- Employees will make requests to their supervisor who will review the request. If approved, the supervisor will forward the request to the Administrator for review and approval. If approved by the Administrator, the request will be forward to the Content Manager.

- If the request is denied, an explanation should be provided stating why, edits, concerns.

- Submit requests via email, using the [Web Posting Request](#) template accessible using the hyperlink or navigating to G:\Housing\ADMIN BOH\Web Posting Requests\Web_Posting_Request_Template.oft

- Complete the Web Posting Request, including:
 - Purpose of Request,
 - Requested Completion Date (NOTE—Allow sufficient time for review and approval.),
 - Link to current web location (if applicable),
 - Attach document as part of the email request, or provide link/text to network file path,
 - Insert the supervisor's name in the "To" field of the message and submit request.

- The supervisor will review the request and if approved, complete the Supervisor section, and forward email to Administrator. If denied, inform requestor.
- The Administrator will review the request and if approved, complete the Administrator section, and forward email to Content Manager. If denied, inform supervisor.
- The Content Manager will make requested changes on the DOA Website, complete the Content Manager section, and file a copy of the Web Posting Request in the "Web Page Changes" file.