



Content Management System (CMS)

Department Project Proposal

Name of Division, Department or Unit

SECTION A — STAFFING

CMS participants are required to have an assigned primary developer. The primary developer must be a full-time staff or faculty member. An additional Web developer can participate in CMS training, if desired. A second developer is not required to use the system. Students can participate as developers, but, must be secondary developers. A primary staff or faculty Web developer must sponsor any students who are granted permission to use the CMS and assume responsibility for their sites in the CMS.

1. Primary Web Developer

Name Title

Skills Proficiency:

	<i>Beginner</i>	<i>Experienced</i>	<i>Expert</i>
XHTML			
Cascading Style Sheets (CSS)			
XML/XSL			

2. Additional Web Developer

Name Title

Skills Proficiency:

	<i>Beginner</i>	<i>Experienced</i>	<i>Expert</i>
XHTML			
Cascading Style Sheets (CSS)			
XML/XSL			

SECTION B — PROPOSED PROJECT SITE

A proposal is required for each site in the CMS. If your core project spans more than one site (i.e. School/College site and its subordinate departments), you must be detailed

regarding what specific sites will be included in your project. Approval of this proposal does not grant blanket permission for all sites under your direction.

Site Name

URL

Primary audience(s):

Detailed information about the type of content delivered via this site:

(Be specific e.g., press releases, course information, policy or procedure data, etc. Attach an additional page if necessary.)

Is any of the content commonly requested for use by other departments or sites? If the answer is yes, please explain. Attach an additional page if necessary.

Who is currently responsible for writing and maintaining the content on this Web site? If there are multiple people involved, please identify each one.

Who is currently responsible for approving the content that is posted on this Web site? If there are multiple people involved, please identify each one.

SECTION C — TRAINING

Use of the content management system will require the completion of specific training prior to being granted access to the production server. Are primary and additional Web developers prepared to invest the time necessary to complete this training?

Yes

SECTION D — SIGNATURES

The content management system will be governed by business rules and it will be expected that all sites using the CMS will comply with MU's Web Policies and Guidelines. By signing this document, you and your division head agree that you will complete the required training, observe all expected business practices for the CMS and your site will comply with the MU Web Policies and Guidelines (webcom.missouri.edu/policy/) prior to launch of your site(s).

Primary Developer Signature / Date

Division Head Signature / Date

Please return the completed proposal to Lori Croy, Director of Web Communications, 265 McReynolds Hall. Fax: 884-8074, E-mail: CroyL@missouri.edu.