SOP for Changing Website (Old)

• Goal:
  – All suggestions are considered, but not impulsively, and documented.
• Definition:
  – Web changes are those requiring the effort of webmaster.
• Steps:
  – A team member proposes a change.
    o Including developer and team lead – no one has more or less privilege.
      ▪ Can be on behalf of external interest.
    o Must be deemed feasible by the developer.
      ▪ Not how difficult / costly / useful / etc.
  – The proposer leads a discussion at a team meeting.
  – Team lead ensures adequate time and opportunity for discussion, then decide.
  – If approved, the developer and proposer implement the change.
  – Either way, the proposer documents the process and submits to Record Keeper.
• END.
SOP for Website Change (New)

• This SOP is to keep the website
  – Carefully reviewed, especially those related to external organizations;
  – Concisely organized, not to be cluttered with numerous add-ons; and
  – Relatively stable, not to change too much and often.

• Website Change:
  – Any changes other than routine update.

• Procedure:
  – A team member proposes a change to a developer.
  – The developer decide whether the proposed change is feasible.
  – If yes, the proposer introduce the change to team, by email or at a meeting.
  – Team lead makes the decision after adequate time and opportunity for discussion.
  – If approved, the developer and proposer implement the change.
  – Approved or not, the proposer updates the Log of Website Changes.

• END.
SOP for Website Change

• This SOP is to keep the website
  – Carefully reviewed, especially those related to external organizations;
  – Concisely organized, not to be cluttered with numerous add-ons; and
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• Website Change:
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  – If approved, the developer and proposer implement the change.
  – Approved or not, the proposer updates the Log of Website Changes.

• END.

3/3/2021

Team Meeting