23-04-2011

**News / Newsletter / VDOs / Presentations / BLOGS Update on the WEBSITE SOP**

Name of the Function: Communication

SOP #: COM-002

The title of the SOP: News etc Update on the Website

Revision History:

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| --- | --- | --- | --- | --- | --- |
| S# | Date: | Proposed by: | Approved by: | Date Approved: | Version# |
| 1 | 23-April-2011 | Shuja Khan (VP) | S. M. Mumtaz (President) | 23-April-2011 | 1.0 |
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The purpose of the SOP: To ensure that the PMI KPC NEWS should be uploaded on the website with correct relevant information. The frequency of upload of NEWS, Presentations & Videos is once per month except when there is some breaking news. For Newsletter upload, the frequency is once per quarter and for BLOGs it is ‘as and when they arrive’.

References: None.

Authorized personnel to change: VP Communication, President

A link to the process referenced (if applicable): [None](http://www.pmi.org/sop/finance_dept/payment.doc)

SOP Description / Steps:

NEWS:

1. NEWS refers to the news related to PMI, PMI KPC, PMI KPC board & members and any other news related with Project Management.
2. It is a scrollable item on the website HOME page, and if one takes the mouse to the NEWS area and clicks on it, that news is opened in another page.
3. NEWS can be updated on the Website, by VPDC when received through authentic/reliable sources.
4. VPDC, when **unsure** about a news clipping should consult with the concerned person (Ex: If the news is related to some event which is going to be held in 3 months time, then Admin & Programs VPs should be consulted) and get it approved by the President. Then the news is posted it on the Website.
5. VPDC, when **sure** about a news clipping should consult with the concerned person (Ex: If the news is related to some event which is going to be held in 3 months time, then Admin & Programs VPs should be consulted) and post it on the Website.
6. A news is removed from scrollable bar by the VPDC when it becomes stale or invalid or when VPDC is advised by the concerned VPD remove it., (Ex: An event’s news was announced in January which is going to be held in April and PMI KPC is participating in it. The NEWS for it should be something like … “*PMI KPC is participating in XYZ event to be held in April in California from April 12-April 20. Our President is going to give a Keynote speech in this event on the 20th eve before dinner”*. Now after the event is over this news become stale and hence should be replaced by new news item related with the same event.
7. The VPD of the concerned function is responsible to get it updated or refreshed by sending an email and a short draft of text to VPDC to be placed on the website.
8. A disclaimer like … “*NEWS item on the website has been placed for the information of the concerned personnel and is not intended to offend anyone or use it in political, religious or any other campaigns*”, should be posted at the end of scrolling on the website.

NEWSLETTER:

1. Newsletter is published every quarter. VPDN (Newsletter) sends the copy of the Newsletter to VPDC for upload in the NEWSLETTER area of the website.
2. VPDC assumes that the Newsletter has been sent by the VPDN in finalized form.
3. A new LINK is created on the top of the Newsletter-webpage, which when clicked OPENS the newsletter in PDF format.
4. Six last newsletters which have been published are also available in the form of links on this webpage. Rest of the older ones area available in an archive on the same webpage.

Videos & Presentations:

1. Seminars & PMP Workshops videos are posted on the members area.
2. It is the VPDA (Admin) responsibility to provide the videos and presentations to VPDC.
3. The Videos and Presentations are posted on the website after taking consent and permission from the owner of the presentation. The permission is to be sought by the VPDA.
4. The Videos are posted in the .FLV format while the Presentations are posted in PDF format.
5. Downloading of Presentations and Videos will not be allowed to anyone.
6. If possible, all material should be watermarked by the PMI KPC logo and name.

BLOGs:

1. WEBLOGs commonly known as BLOGs are discussion sessions on the website among the members.
2. To post a discussion topic is the responsibility of VPDP (Programs). VPDP sees the interest of the members after posting the topic and may propose to arrange a detailed session/seminar on this topic.
3. BLOGs are moderated, posted & removed by VPDC.
4. BLOGs are removed from the website page and are moved to an archive on the advice of VPDP with caption & links of the topic discussed in the blog.