23-04-2011

**Pages Update on the WEBSITE**

Name of the Function: Communication

SOP #: COM-003

The title of the SOP: Add/Change/ Remove Pages on the PMI KPC 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 define the protocol to ADD / REMOVE / CHANGE new pages on the website.

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:

1. ADDING Pages to the Website:
2. Pages are added frequently on the website. This happens whenever some new event occurs.
3. VPDC is authorized to add the pages as per the PMI KPC needs.
4. VPD of other functions can advise on addition of the pages on the website with respect to their functions only.
5. In case of a conflict between VPDC and VPD of other functions, the president PMI KPC should intervene and resolve the conflict.
6. VPDC should take care that the THEME of the website is NOT compromised while adding any new pages.
7. Secured pages (Members area, BOD area, Paid services area) must be developed so that they are not accessed if someone copies the URL & paste it in another browser window.
8. Editing Pages on the Website:
9. If some pages need changes (Ex: HOME page will need updation in the events area), VPDC are authorized to do so after consultation with the VPD of respective function.
10. If some member or volunteer sees the errors/mistakes in the pages and advises the VPDC then the required changes are reviewed by the VPDC. A thank you email should be sent by the VPDC to the person who has advised the change.
11. Removing Pages from the Website:
12. Website is reviewed by the VPDC or one of the volunteers of the communications function every week and obsolete pages are removed.
13. Other functional VPDs should visit the website every month & advise the VPDC for removing the stale pages in their respective areas.
14. Pages like Seminars, PMP workshops etc which are updated regularly should be removed within 2 business days after the event has occurred.