Method and Rules for Working with Contributed Content

UXG site will provide two functions:

1. Interactive site providing training, HFE materials and decision support tools
2. Repository of all User Experience/HFE related documentation, including but not limited to videos, presentations, workshop materials

Function 1 is met via the UXG site navigation and content. The primary site navigation includes these areas. These materials are developed based on UXG templates, and use approved terminology. **These two items: UXG templates and Approved terminology should be made available to contributors.**

Function 2 is met via this process:

New material: material is submitted to the UXG site for consideration. A header or footer link will be supplied to allow for ease in performing the submission. A short form will be completed, to include fields for:

* Submitter contact details
* Submitter description of content
* Submitter identification of intended audience
* Additional fields as they develop during pilot phase

Submission requests will be assigned to HFE staff on a rotating basis, e.g. new assignee each two weeks.

* HFE staff review content and short form responses
* HFE staff will contact submitter and clarify the intended use of the content and audience, as well as any other questions that arise

Content structure will determine how readily the content can be incorporated into the site.

For content **built on UXG templates**, using the approved terminology, consideration will be given to where in the interactive site this content lives. If this is the determination, typically the content will either be of one subject, or can be divided into sections that will fit in primary/secondary navigation sections.

For content **not built on UXG templates**, short term the item will be slotted into a Resource area, and metadata attached– content from short form. The site basic Search will access these items via keyword searches when possible.

Long term, the content may be revised by HFE staff to form part of the interactive site, or the content author may be asked to complete this revision.