|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Tasks Performed:**  **AS NEEDED** | **Editor Approval**  **Needed?** | **Tasks Performed:**  **MONTHLY** | **Editor Approval Needed?** | **Tasks Performed:**  **QUARTERLY** | **Editor Approval Needed?** |
| Update product images | Yes-verify changes via email | Review spelling, grammar, punctuation | No | Review content pertinence | Yes- verify at monthly meeting |
| Update product details | Yes-verify changes via email | Review and update page content | Yes- verify at monthly meeting | Review and update technical content | No |
| Add additional products | Yes-verify changes via email | Identify broken or misconfigured links | No | Revalidate all pages | No |
| Update contact information changes | No | Update broken or misconfigured links | Yes- verify at monthly meeting | Revise any errors found in Validator | No |
| Update shipping cost information | No | Verify correct information in forms | No | Edit outdated or inaccurate content | Yes- verify at monthly meeting |
| Add new templates and tutorials | Yes-verify changes via email | Update incorrect form information | Yes- verify at monthly meeting | Collect website data and statistics | No |
| Add new features or special elements | Yes-verify changes via email | Verify form’s overall functionality | No | Verify overall site function and usability | No |
|  |  | Verify appropriate graphic and image usage | No | Update coding to comply with newer standards | No |
|  |  | Update inaccurate graphics or images | Yes- verify at monthly meeting |  |  |
|  |  | Deployment of new and updated code | No |  |  |
|  |  | Detect defects, bug fixes, and enhancements | No |  |  |