

From: [Lee, Jennifer Y.](#)
To: [Tuscher, Joshua \(joshua.tuscher@va.gov\)](#); [Ranes, Michelle M.](#)
Subject: Call summary
Date: Friday, April 30, 2021 4:07:00 PM

Hi Josh, Michelle,

Thx for letting me pepper you with questions, and for verifying and correcting information. I always like to send out a summary to make sure I've captured the facts, so I've pasted in the notes I was talking during our call here.

And Michelle – I haven't forgotten about the wet signature issue. I've raised it with the content team and we're noodling on some ideas. We want to be careful not to duplicate governance information, so we're going to brainstorm a bit when we next have a chance to meet instead of doing it all by email. Stay tuned.

Have a nice weekend!

Jen

Web Gov Board approval process for web requests that come through Web Ops:

- To summarize/confirm: If it's a templated TeamSite site, ~~there's no review needed as the site will be using pre-approved template.~~ {Did I capture that right? – not quite – some review of need and ability to maintain it ongoing – e.g., is there a technical support person, a bus POC} Question regarding url standards – this is considered the business's comms team responsibilities. Internet urls are OPIA's domain to approve; Intranet urls are the specific business lines responsibility and the standards compliance with intranet things is a little more compliant, since not customer facing)
- For sites that are on SharePoint: ~~there's no specific review by the Web Gov Board because there's a separate SharePoint Governance Board.~~ {No – currently it goes through the web comms team for that office/business, like VHA digital media for VHA SharePoint sites, etc.}
- **For sites that are on WordPress: -- What/if any specific approval checklist items does the Web Gov Board look at to determine approval vs. not approved?** { like sharepoint site – up to the web comss team for that office/business }
- **For sites that are totally custom and not on any CMS (like the old Explore site): What/if any checklist items does the Web Gov Board look at to determine approval vs. not? And is it a one-time review, upon web request, or are there various checkpoints during or after go-live?** {same web ops request, but separate review/"waiver" by Web Gov Board. Waiver is decided by vote – Criteria: will they use the U.S. web design system; ability to sustain and maintain it; comps/demo for review; business case for not using the template. Usually takes one meeting.}

WRT 508 compliance

- How does the Web Gov Board review for compliance compliance? {WBG periodically review sites for standards compliance, waivers... but not 508 concerns). Responsibility of 508 compliance for the web page belongs to the web admins. For documents – it's the author's

responsibility to create and submit 508 compliant doc – WGB isn't involved in reviewing, creating, or enforcing.}

- (I know the 508 office submits a report AFTER something non-compliant gets published. Do we do anything upstream, before things get published – whether it's an automated test or scan or a manual review by Web Board?)

Web registry comments from Michelle

Used to be an annual web registry update email, but not anymore. Maybe Web ops or Web Solutions team – technical & business owners?

Web request form needs to be updated, so that WordPress sites are recorded in the web registry

“closed out” – to trigger the web registry record – doesn't happen for WordPress sites.

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From: Tuscher, Joshua <Joshua.Tuscher@va.gov>

Sent: Tuesday, April 27, 2021 9:07 AM

To: Lee, Jennifer Y. <Jennifer.Lee27@va.gov>

Subject: RE: Web ops practices related to website governance

Hello Jennifer

Sure thing What are you available to meet?

Josh

From: Lee, Jennifer Y. <Jennifer.Lee27@va.gov>

Sent: Monday, April 26, 2021 5:48 PM

To: Tuscher, Joshua <Joshua.Tuscher@va.gov>

Subject: Web ops practices related to website governance

Hi Josh,

As part of my research for DEPO, I'm trying to gather information about what *technical / operational* governance practices we currently employ on VA's various web properties. (Similar to the content

style guide work, I'm trying to first inventory existing practices, so we can have a clear understanding of what is, what isn't, what works well, what needs help, so on.)

Since this straddles both website governance standards *and* technical operations that support governance, I'm trying to talk to a SME on the web ops team for technical information and governance standards side for policy information.

I have a q out to Boris's contact at Web Ops, but I'd love to interview you to get your input as well. I'll set up some time for us on the cal, but lmk if you think I should talk to someone else.

J.

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