

Standard Operating Procedure

SoP2: Website Development

Target Group: Departments

1. Department¹ to provide the agency all content as finalised through workshops.
- 2. Information Content:**
 - Soft copies of all content are to be provided.
 - Photos of good quality to be provided by the department wherever required.
 - Documents scanned as per the ePrastuti Scanning Guidelines.
 - Services to be in the ePrastuti Services template
 - Information to be provided in the ePrastuti Standard templates.
- 3. Website Home Page**
 - The Website Home page to be finalised by the department and vetted by WDC .
 - The finalised design to be provided to the agency for website development.
4. Images that selected on the website are to be of good quality and without any copyright issues.
5. Image guidelines are to be followed for images and photos.
6. All Standard Content² are to be published on the website.
7. Sites to be released on the production site under the “assam.gov.in” domain.
8. Department Website Administrator is to create accounts for all the designated Content Managers.
9. The designated Content Managers are to be trained for Content Uploading by the Agency
10. Ensure that all trainings to the department are completed by the agency
11. Site is made bi-lingual/multi-lingual as per the work order
12. Training and technical documents are to be obtained from agency
13. Final Sign off of the Standardised Website from Website Development Cell(WDC).
14. User Acceptance and final Sign off to be given to the agency. All websites (Website of the Main administrative department and its constituent organisations are to be completed before the release)

See Summary Check points in Page 2

¹ Here Department refers to the Main Administrative department and / or its Constituent Organisations.

² About Us, Contact US, EoDB, SDG, Citizen Charter, RTI, Tenders, Grievances, Feedback, Website Information Manager, ePrastuti Governance Structure, Content Management Responsibility Matrix



SUMMARY OF CHECKPOINTS

Website development

Department to provide the agency all content as finalised through workshops.

Information Content:

- Soft copies of all content are to be provided.
- Photos of good quality to be provided by the department wherever required.
- Documents scanned as per the ePrastuti Scanning Guidelines.
- Services to be in the ePrastuti Services template
- Information to be provided in the ePrastuti Standard templates.

Website Home Page

- The Website Home page to be finalised by the department and vetted by WDC
- The finalised design to be provided to the agency for website development.

Images that selected on the website are to be of good quality and without any copyright issues.

Image guidelines are to be followed for images and photos.

All Standard Content³ are to be published on the website.

Sites to be released on the production site under the “assam.gov.in” domain.

Department Website Administrator is to create



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	<p>accounts for all the designated Content Managers.</p> <p>The designated Content Managers are to be trained for Content Uploading by the Agency</p> <p>Ensure that all trainings to the department are completed by the agency</p> <p>Site is made bi-lingual/multi-lingual as per the work order</p> <p>Training and technical documents are to be obtained from agency</p> <p>Website sign off from WDC.</p> <p>User Acceptance and final Sign off to be given to the agency.</p> <p>Website of the Main administrative department and its constituent organisations are to be completed before the release</p>	
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