



Guidelines for Session on Establishing the Content Readiness

(Department Web Master, Content Managers and Master Trainers)

Session 1

Pre-requisites:

- Completion of the Orientation Workshop
- Formal Notification of the Department Project Steering Committee
- Identification and Notification of Content Managers and Master Trainers

Purpose:

To Establish the Content Readiness in the department by following *Toolkit 1*

Who should attend?

- (i) Web Master
- (ii) Content Managers and Master Trainers of the Department
- (iii) Representative Content Managers from the organizations that are under the Department (Directorates/Missions) **
- (iv) NIC Department Coordinator(s) (as per the PSC notification)

****Note:** *It is recommended that the organizations under the department or associated with the department are involved right from the start as the websites of these organizations would eventually become a part of the main department website. Therefore, similar approach and activities will need to be undertaken by the organizations.*

Where will it be conducted?

Department will need to organize the venue for the Content Managers' Sessions.

Format

- (i) Distribution of the Questionnaire1 enclosed at Annexure 1.
- (ii) Department will be advised to follow the Step wise (Steps 2-4) as outlined in SFW-Tool kit 1.

Outcome

- (i) Content from each unit of the department will be identified
- (ii) Content Categorised

Next Steps : What department should do after the Session I

- Place the outcome to PSC for approval
- Form the Responsibility Matrix as Toolkit 1 Step 5
- Schedule Session2 where the outcome of Session I will be presented.

Annexure 1

Questionnaire 1: Listing of Contents in each works unit of the Department (and its associated organisations)

1. List the various types of Content which are generated in your section ?

Name of Content Manager:		
Name of Section:		
Name of Department/Directorate:		
Sl No	Content	Type <i>(Information, Services, Documents , Images)</i>

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Note:

Information: This type of Content will be mostly to convey information in the site and will be in the form of text information. Good authoring of the Information for placing on website is required to be done.

Document: Reports, Office Memorandums are a few examples that will fall under the Document Type.

Services : Services offered by the department can be categorized as Government to Citizen(G2C), Government to Government (G2G), Government to Employees(G2E), Government to Business(G2B)

2. Classify the above Content into appropriate Categories

Name of Section:			
Category1	Category2	Category 3	Category 4

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Documents

Whitepapers

Office Memos

Guidelines

Notifications

Important Circulars

Policies

Publications

Minutes of Meetings

Forms & Reports

Services & Information

Annual Plan allocation (G2G)

Year wise Expenditure report

Supplementary Demand allocation

Funds Released

Approved Outlay

Funding Pattern

Project proposals
Projects Summary
Evaluation Study Reports
Action taken Reports

3. You can examine if the Content categories can further be grouped into Main Categories.

(Note: Grouping is very important. Having few content categories which are grouped and categorised in an optimum and right manner will enable the user to locate the information in the minimum possible time)

Guidelines for conducting the Sessions for the Department Web Master and Content Managers – Session 2

Pre-requisite:

- Completion of Session 1
- Finalised Content Categories (approval of PSC)

Purpose:

To Establish the Website IA for the department

Who should attend?

- (v) Additional RO
- (vi) Web Master
- (vii) Content Managers and Master Trainers of the Department
- (viii) Representative Content Managers from the organizations that are under the Department (Directorates/Missions)
- (ix) NIC Department Coordinator (as per the PSC notification)

Where will it be conducted?

Department will need to organize the venue for the workshop. Computer and Projection System will be required for the presentation.

Format

Presentation of Identified Content Categories

WDC will present sample sites (National and Global) pertaining to the department)

Step wise methodology in Tool kit 2 to be followed.

Provide a Q (A&Y)

Group activity (Distribute Chart Paper, Pencil and Eraser)

Distribute the Q

Develop a wireframe of the site map putting themselves in the shoes of the user

Outcome

Draft Site IA

What department should :

Place the outcome to PSC for approval

Form the Responsibility Matrix as Toolkit 1 Step 5

Session 2

Pre-requisite 1 and 2 to be completed and presented in Session 2