

(Internal Officer Order)
Web Site Development Cell
Govt. of Assam
Dispur

Dated: 1st October 2015

Sub: Team formation- Roles and Responsibilities

In order to support the departments to arrive at their Content Readiness, Web Site Structure and in preparing their Content for their individual websites, the following team composition of WDC members is hereby established with defined Roles and Responsibilities:

Team 1:

- (i) Ms.Anuradha Barua, Senior Systems Analyst, NIC
- (ii) Ms.Antara Bhattacharjee, Liason Officer, DIPR

Team 2:

- (i) Ms.Aziza Yasmin, Systems Analyst, NIC
- (ii) Mr.Rashsul Hussain, Consultant, P&RD

The Roles and Responsibilities of the team are as follows:

1. Organising the sessions for Content Managers and Master Trainers
2. Establishing the Content and Web Site Structure in well-defined schedule and time frame
3. Making the department content ready for uploading
4. Ensure that the details of the Project Steering Committee, Content Managers, Master trainers and Administrators are uploaded on Website
5. The Standard Operating Procedures annexed shall be followed by the team members.

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Suchitra Pyarelal
Senior Technical Director, NIC
Web Development Cell

(i) WDC File

Annexure 1-Standard Operating Procedures (SoPs)

I. Preparatory Steps for Organising the sessions for Content Managers and Master Trainers

- (i) Make a Schedule of the sessions- Session 1,2,3,4 (Preferably with a gap of two days only)
- (ii) Prepare a letter from WDC to the user department and have it sent to the ARO of the department with the tentative schedule. Highlight that the User department will need to make the logistics arrangements for venue, laptop and projector. Mark a Copy to RO and Web Master.
- (iii) Keep close coordination with the NIC coordinator for the above activities. Mark copy of letter to WDC and NIC coordinator.
- (iv) Enclose the following along with the letter:
 - a. Agenda of the sessions ;
 - b. Information regarding the website where the Toolkits and Presentations can be downloaded.
 - c. Copy of the Questionnaire;
 - d. Necessary Pre-requisites to be brought for the session ;
 - Organisation Chart
 - Job Chart

When the schedule is confirmed inform the WDC Web site Manager so as to place it under the Upcoming events.

II. Conducting the Session for Content Managers and Master Trainers

- (i) Copy of all presentations, tool kits and Questionnaires is to be kept with the team for ready reference.
- (ii) Attendance Sheet to be distributed to all the participants
- (iii) Photo sessions co-ordination.
- (iv) Content Managers Presentation to include the status of their current website.
- (v) Before the Questionnaire activity, have some interactive samples carried out in an interactive manner.
 - (i) Distribute the Questionnaires;

- (ii) Identify one person to get them converted to soft form.

III. Second and Third Sessions of Content Mangers and Master Trainers

The Session 2 should begin with the classification and categorisation of the information obtained in Session 1.

IV. Session on Arriving at the Department Web Site Structure

- (vi) Standard Information Architecture(IA) to be distributed among the participants.
- (vii) Form groups for designing the Department IA keeping the Standard IA as the base.
- (viii) Distribute the Questionnaire on how the linkage of Main Site with the Subsites should be. Elicit the response.
- (ix) For this form groups with one Main Department official and one member from associated organisations.

V. Session on Preparing the Content to make it Web Site ready

- (i) Prior to this session, the responsibility matrix of Content Creation, Review and Publishing should be finalised by the department. This should be notified and a copy of notification to be available.
- (ii) The department and associated organisations should bring their sample content.
- (iii) The steps for scanning and storing in folders and taking backups to be demonstrate.
- (iv) ARO and Web Master to be mandatorily present in this Session.

VI. E-Mail Creation

- (i) Timely creation of eMails
- (ii) Team should ensure that the NIC coordinator distributes the Bulk eMAil form and guidelines
- (iii) Team should follow up to ensure that the eMail ids are created and in all sessions this needs to be followed up.

VII. General Procedures

Team 1 – Coordination with departments 1-35 in Annexure 2

Team 2 – Coordination with departments 35-70 in Annexure 2

Team should keep have the updated information of Department Project Steering Committee and List of the Designated Content Managers and Master Trainers

VIII. Filing of department Specific Information:

Have the WDC Web Site Manager to have folders for each department

Schedules of all sessions held for the department

Details of PSCs members, Content Mangers, Master Trainers and Administrators

Soft Copies of outcomes of each sessions; Content Categorisation, Web Site Structure , responsibility Matrix to be posted

Annexure 2 -List of Departments

1	Administrative Reforms and Training Department
2	Agriculture Department
3	Border Areas department
4	Chief Minister's Secretariat Department
5	Co-operation Department
6	Cultural Affairs Department
7	Elementary Education Department
8	Election department
9	Excise Department
10	Environment and Forest Department
11	Finance Department
12	Fishery Department
13	Food and Civil Supply Department (A)
14	General Administration Department (A)
15	General Administration Department (B)
16	Guwahati Development Department
17	Higher Education Department
18	Handloom, Textile and Sericulture Department
19	Health and Family Welfare Department (A)
20	Health and Family Welfare Department (B)
21	Hill Areas Department
22	Home Department (A)
23	Home Department (B)
24	Home Department (C)
25	Horticulture Department
26	Implementation of Assam Accord Department
27	Industries and Commerce Department
28	Irrigation Department
29	Information and Public Relations Department
30	Information Technology Department
31	Judicial Department
32	Labour and Employment Department
33	Legislative Department
34	Minorities Welfare and Development Department
35	Panchayat and Rural Development Department
36	Parliamentary Affairs Department
37	Passport Department
38	Pension and Public Grievances Department
39	Personnel Department (A)
40	Personnel Department (B)
41	Planning and development Department

42	Political Department (A)
43	Political Department (B)
44	Power (Electricity) Department
45	Printing and Stationery Department
46	Public Enterprises Department
47	Public Health Engineering Department
48	Public Works Department (Estt.)
49	Public Works Department (Bill Branch)
50	Revenue Department
51	Revenue (Disaster Management) Department
52	Revenue (Registration) Department
53	Revenue (L.R.) Department
54	Revenue (Settlement) Department
55	Revenue (Relief & Rehabilitation) Department
56	Science & Technology Department
57	Secretariat Administration Department
58	Social Welfare Department
59	Secondary Education Department
60	Soil Conservation Department
61	Sports and Youth Welfare Department
62	Transport Department
63	Tourism Department
64	Tea Tribes Welfare Department
65	Urban Development Department
66	Veterinary Department
67	Welfare of Plains Tribes & Backward Classes Department
68	Water Resources Department
69	Mines & Minerals Department
70	Pollution Control Board