

Project Summary: Policies and Procedures Manual Web Site

<http://policies.ucf.edu>



"The CDWS team was instrumental from the beginning in building the university's Policies and Procedures Web site. What was extra special about the work they did, though, was the human element. They walked with me through their processes, listened to my needs, trouble-shot problems that arose, and communicated very well throughout. Best of all, they never said "no." I am pleased with the final product, and I am delighted that I can maintain the site myself, but it's comforting to know that I also can count on the CDWS team for ongoing support."

-Amy Barnickel, Policies & Procedures Administrator, Office of the President

Overview

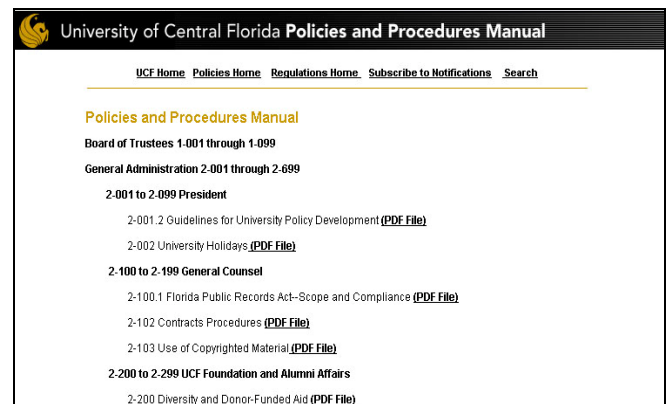
The UCF Policies and Procedures Web site was created to give UCF community members the ability to view and search University policy and procedure documents. The policies were previously on a sub-page within the Office of the President Web site. The creation of a separate site provides greater accessibility and improved organization for the documents.

Purpose

The UCF Policies and Procedures Web site allows online access to all official University policies and procedures in PDF format. Additionally, the site provides a search function that finds specific documents by keyword. A "Subscribe to Notifications" page gives users the opportunity to enroll in an e-mail listserv which will notify them of policy changes or additions. Also, the Web site was designed to be easily maintained and updated by the Office of the President staff using Macromedia Contribute. The Policies and Procedures Web site was completed through the work of the Web Strategy and Digital Media teams within Course Development and Web Services (CDWS).

Maintenance

The Web Strategy team provided Macromedia Contribute training to the Office of the President employees. This allows the staff to update each page of their site in an easy-to-use, server-connected environment. The use of Contribute simplifies the file upload process and allows for administrator review of all changes prior to publication.



Features

- ✓ Provides access to all UCF policies and procedures in PDF format
- ✓ A search function finds documents by keyword
- ✓ Users can subscribe to an e-mail list to receive notice of new or changed policies
- ✓ Up-to-date information
- ✓ Easy to maintain and update