

WEB PAGE DESIGN, DEVELOPMENT AND MODIFICATION PROCEDURE (TCH-P006)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process of design, development and modification of a web page.

The online version of this procedure is official. Therefore, all printed versions of this document are

2.0 RESPONSIBILITY:

- 2.1 Programming Staff

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Technology Officer (CTO)

4.0 DEFINITIONS:

- 4.1 Web Page: A page of information stored on a server and accessed via a web browser.
- 4.2 Mock Interface: A prototype interface.
- 4.3 Working Interface: The complete interface after all testing.
- 4.4 Database: A repository of information with access mechanisms and data definitions predetermined.
- 4.5 User: Anyone who uses a computer provided by Clarksville-Montgomery County Schools.

5.0 PROCEDURE:

- 5.1 Computer programmer receives request from department heads for web development or assistance (ref. [TCH-F001](#)).
- 5.2 Key system requirements are determined by meeting with key personnel.
- 5.3 Model to show key data relationships is designed and required approval is obtained.
- 5.4 Mock interface for the new system is developed.
- 5.5 Meeting held with key personnel for changes, updates, modifications and approvals.
- 5.6 Programmer designs and builds databases or web page design to integrate with mock interface; adjusts components as needed to ensure compatibility and operability. Completed product becomes working interface.
- 5.7 Tests of working interface are performed to ensure proper functioning.
- 5.8 Developed system is presented to involved personnel, changes and modifications are identified and incorporated into system.
- 5.9 Approved system is tested and presented to involved parties. Modifications are made until system receives the final user's approval.
- 5.10 Training on the new system is provided and user access is approved.

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6.0 ASSOCIATED DOCUMENTS:

6.1 Software Development/Maintenance ([TCH-F001](#))

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Software Development/Maintenance Support Request	Chief Technology Officer's filing cabinet	5 years	Discard as Desired	Secured Building

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
10/15/03		Initial Release
3/30/04	A	Add modification to title and scope, change flowchart title
10/30/08	B	Add logo, update Approval Authority Title, no revisions to procedure

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

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Web Page Design, Development Modification Flowchart

