CMD02 – Website application

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| Instructions | | | | | | | | | | | | | | | | | | | | | | | |
| * This form is used when applying for the creation of a website, either in the UCT Web CMS (Content Management System) or another suitable repository. * **Related forms** (**Note:** Please only complete these forms if needed/when applicable): * [CMD03 - Application for Domain Administrator training and access to UCT Web CMS](http://forms.uct.ac.za/cmd03a.docx) – used for training and access for a Domain Administrator to manage/maintain content for a site in the UCT Web CMS (Content Management System). **Note:** All domain administrators and content managers need to attend training before they can be given access to the site. * [CMD04 – Website activation and/or deactivation application](http://forms.uct.ac.za/cmd04.docx) - used when requesting the deactivation of an existing site, if applicable, and/or the activation of a new site which has been created, populated with all its content and is ready to go live in the UCT Web CMS. * [CMD05 - Application for UCT Web CMS training](http://forms.uct.ac.za/cmd05.docx) – used when applying for training of Senior Content Manager(s) / Content Manager(s) / Page Manager(s) to manage/maintain content for a site in the UCT Web CMS (Content Management System).  See: [Roles and responsibilities in the UCT Web CMS](#_Roles_and_responsibilities) * Please complete this form fully, and submit it in advance to allow sufficient time for site creation by ICTS, and for attending Web CMS training and creation of website content. * Send the completed form to [icts-helpdesk@uct.ac.za](mailto:icts-helpdesk@uct.ac.za). | | | | | | | | | | | | | | | | | | | | | | | |
| 1. Site details | | | | | | | | | | | | | | | | | | | | | | | |
| 1. **Is this a new site or are you reworking or replacing an existing site?** | | | | | | | | | | | | New site | |  | | Reworking or replacing existing site | | | | | | |  |
| If *New* site: | New domain name requested | | | | |  | | | | | | | | | | | | | | | | | |
| **Note:** UCT domain names **must** comply with the [UCT Domain Name Policy](http://www.uct.ac.za/downloads/uct.ac.za/about/policies/DomainNamePolicy.pdf)(e.g. <mysitename>.uct.ac.za) | | | | | | | | | | | | | | | | | | | | | | |
| If *Reworking* *or replacing* *existing* site: | Current website domain name | | | | |  | | | | | | | | | | | | | | | | | |
| **Note:** When you are ready to deactivate the old site and activate your new site, please complete form [CMD04](http://forms.uct.ac.za/cmd04.docx) to log a request. | | | | | | | | | | | | | | | | | | | | | | |
| 1. **Website type** (please select one) | | | | | | | | | | | | | | | | | | | | | | | |
| Conference | | |  | Course/programme | | |  | Department (Academic) | | | | |  | | Department (PASS) | | | | | | | |  |
| Division/unit | | |  | Faculty | | |  | Inter-departmental | | | | |  | | Inter-faculty | | | | | | | |  |
| Organisation | | |  | Project | | |  | Publication/journal | | | | |  | | Research | | | | | | | |  |
| Research group | | |  | Residence | | |  | Sports club | | | | |  | | Staff | | | | | | | |  |
| Student society | | |  | Other | | |  | If Other, please specify: | | | | |  | | | | | | | | | | |
| 1. **Website purpose** (please provide a brief description) | | | | | | | | |  | | | | | | | | | | | | | | |
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| 1. **Website branding** | | | Does your organisational entity/area have its own official logo? | | | | | | | | | | | | | | | | No |  | Yes |  | |
| **Note:** If yes, and if the logo needs to display on your website, then you will be issued with a cobranded website. | | | | | | | | | | | | | | | | | | | | | | | |
| 1. **Website modules** | | | Does your website need to display news articles? | | | | | | | | | | | | | | | | No |  | Yes |  | |
| **Note:** If yes, then your site’s home page will have a three-column layout with news displayed in the middle column, and the news module will be included in your website. | | | | | | | | | | | | | | | | | | | | | | | |
| 1. Site ownership and administration | | | | | | | | | | | | | | | | | | | | | | | |
| 1. **Website owner** | | | Full name | |  | | | | | | Faculty (if applicable) | | | | | |  | | | | | | |
| Unit/Department/Entity | | | |  | | | | | | | | | | | | | | | | |
| 1. **Has a non-UCT service provider (i.e. third party) been contracted to set up/maintain the website?  Note:** If *Yes*, please enter their details as the domain administrator. | | | | | | | | | | | | | | | | | | | Yes |  | No |  | |
| 1. **Domain administrator details** (please enter the details of the person who will fulfil this role)   **Note:** The domain administrator is responsible for managing the website and its other content managers. For more information about content management roles, see: [Roles and responsibilities in the UCT Web CMS](#_Roles_and_responsibilities). | | | | | | | | | | | | | | | | | | | | | | | |
| Full name | |  | | | | | | | | Staff/student/third party number | | | | | | | |  | | | | | |
| Email address | |  | | | | | | | | Phone number (ext.) | | | | | | | |  | | | | | |

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| 1. Site content management Note: If the website has additional content managers please enter the senior content manager and page/content manager details below. For an explanation of the roles, see list below: [Roles and responsibilities in the UCT Web CMS](#_Roles_and_responsibilities). The Domain Administrator must ensure that all content managers have successfully completed their training before giving them access to the site, to apply for training, see: [CMD05 - Application for UCT Web CMS training](http://forms.uct.ac.za/cmd05.docx). | | | | | | | | |
| 1. **Senior content manager details** | | | | | | | | |
| Full name |  | | | | Staff/third party number | |  | |
| Email address |  | | | | Phone number (ext.) | |  | |
| 1. **Page/Content manager details** | | | | | | | | |
| Full name |  | | | | Staff/third party number | |  | |
| Email address |  | | | | Phone number (ext.) | |  | |
| 1. Approved by | | | | | | | | |
| I confirm that the details on this form are correct and approve this website application. I confirm that the domain administrator named on this form was formally assigned to manage the above-named website and content managers listed above. The access requested is in accordance with their departmental responsibilities. I agree to allow this person the time to receive UCT Web CMS training in accordance with their responsibilities.  **Note:** An email from the line manager to acknowledge and confirm the above agreement will be accepted in lieu of signature. | | | | | | | | |
| Head of Department/ Faculty/Unit | |  | Signature |  | | Date | |  |

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| 1. Office use only | | | |
| Date processed |  | Processed by |  |

# Roles and responsibilities in the UCT Web CMS

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| Role | Described as... | Responsibilities |
| Domain administrator | A role which has full access to all functionality within a specific website (domain) in the UCT Drupal Web environment. | * Create and manage web content using the Web CMS; * Maintain a consistent look and feel throughout all web content; * When necessary, review web content created by the page managers, content managers, and senior content managers; * Publish approved content to the live website. * Assign certain Web CMS roles in their domain (i.e. page manager, content manager and senior content manager) to authorised and trained UCT community members. |
| Senior content manager | A role which has access to create, edit, publish and unpublish content on a specific website to which they have been assigned. | * Create and manage web content using the Web CMS; * Ensure consistency throughout all web content; * Copy edit, proofread and preview all web content created by themselves, other senior content managers, content managers, and page managers; * Publish approved pages to the live website. |
| Content manager | A role with access to create, edit, and view draft content for all content types (except pages), and view published content on a specific website. | * Create web content using the Web CMS and submit it for approval and publishing; * Ensure consistency throughout all web content; * Copy edit and proofread all web content they have created before submitting for approval and publishing. |
| Page manager | A role with access to create, edit, and view draft pages (except secure/critical pages) and view published pages on a specific website. | * Create web pages using the Web CMS and submit them for approval and publishing; * Ensure consistency throughout all web pages; * Copy edit and proofread content on all web pages they have created before submitting for approval and publishing. |

# Terms and definitions

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| Term | Definition |
| Domain | “A subset of locations on the Internet or other network which share a common element of their IP address (indicating a geographical, commercial or other affiliation), or which are under the control of a particular organization or individual” ([OED](http://www.oed.com/view/Entry/56649?redirectedFrom=domain+name#eid6401179), 2013) E.g. The UCT domain is “uct.ac.za”. |
| Domain name | “The part of a network address which identifies it as belonging to a particular domain.” ([OED](http://www.oed.com/view/Entry/56649?redirectedFrom=domain+name#eid6401179), 2013)  E.g. [www.humanities.uct.ac.za](http://www.humanities.uct.ac.za) or [www.hr.uct.ac.za](http://www.hr.uct.ac.za) |
| Web CMS | A Web content management system (CMS) is a type of CMS which is used for the creation, editing and management of websites. The UCT Web CMS is part of building a solid ECM foundation at UCT and has been designed to meet the web content management requirements of the University. It is a role-based system which allows different roles to create, edit, upload and change content according to their assigned access using the administrative interface called the Workbench. |