

Engineering Division Website Maintenance and Change Protocol

The Engineering Division Website will be maintained and updated by Division Management, designees, the project manager, and the website designer. The following subsections describe the access and change protocols.

Background

Oversight of the website maintenance and updates will be managed by Division Management (Division Director and Deputy Division Directors) and executed by the Website Project Manager. At least one representative from each department will have rights to edit the site.

Access and Change Control

Authorized personnel will be able to edit, publish, and modify the website as indicated in the table below.

Role	Edit	Publish	Material Change
Division Director	✓	✓	
Deputy Division Directors	✓	✓	
Department Heads	✓		
Designee*	✓		
Website Project Manager	✓	✓	✓
Website Designer	✓	✓	✓

*Division Management or Website Project Manager may designate additional editors.

Edit

Editors will have the ability to edit text of the website and save it as a draft for Publishers to review, edit (if needed) and publish.

Publish

Publishers may edit or publish content within pages or posts using the established format. In addition, they may create new pages or posts following the established format.

Material Changes

Material changes should be coordinated with the Website Project Manager to ensure integrity of the website structure and consistency. Material changes would include the addition of new pages, the restructuring of pages, and the introduction of new subject matter or content. Centrally managing material changes will ensure that content is included in the appropriate location/s and is handled consistently throughout the site.

Updates

The website will be updated continually as new/outdated content is revealed. Stakeholders may edit [or suggest edits] as needs/requirements/status change. Suggested edits would be most effectively submitted through the [feedback form](#). Editors listed in the table above are able to make edits directly. Alternately, edits may be provided via email to the Website Project Manager.

Periodically, the Website Project Manager will review the pages and identify content that requires updates. He/she will coordinate with the Division Management and/or Subject Matter Experts to update or remove aged text, posts, pages, or photographs.

Updating the Calendar

The [calendar](#) on the Employee Resources page is comprised of several Google calendars. Editors have rights to create or modify calendar entries directly.

To add meetings/events to the calendar, you may also invite the calendars (as a "guest") to a meeting invitation by pasting the URLs provided below in the "guest" field of your meeting invitations.

- **EG Events:** lbl.gov_70us3nqilf3oqr8u1v8eh8qjlo@group.calendar.google.com
- **EG New Employee/Affiliate:**
lbl.gov_cmge9na2iug78r6vwhatgm7ni4@group.calendar.google.com
- **EG Performance Review Process:**
lbl.gov_3j18e629qpl3inri8jdkmnhv58@group.calendar.google.com
- **EG Seminars:** lbl.gov_7kiqojn14ehh59e9rj7cd4vl3o@group.calendar.google.com

Selected Lab events and the Lab holiday calendar is also included in the Engineering Division calendar.

Updating the Org Charts

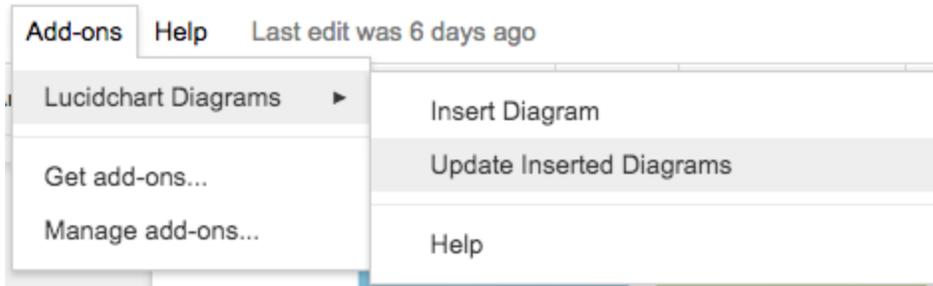
The organization charts are created and updated in Lucidchart. Access as outlined below is provided on a departmental basis; based on the department that the employee works in.

Title	Edit	Publish
Administrative Assistants	✓	✓
Group Leaders	✓	
Department Heads	✓	✓
Designee*	✓	

Website Project Manager	✓	✓
Website Designer	✓	✓

*Editors may designate additional editors for his/her group.

The org charts are edited in Lucidchart (accessed through Google Apps). They are published through a GoogleDoc with the embedded image of the Lucidchart diagram. Publishers are able to publish updated diagrams through the “Add-ons” feature by navigating to “Lucidchart Diagrams” then selecting “Update Inserted Diagrams” as shown in the illustration below.



Users will be prompted to download the Lucidchart App to Google when they initially attempt to update a diagram.

Due to screen constraints and print visibility , some org charts have separate GoogleDoc files for embedded and printable charts. These diagrams must be updated in both files.

Feedback

Website [feedback](#) and [submission](#) links are located on nearly each page of the website. Website viewers can request edits or submit photographs or posts for the website using the [feedback](#) or [submission](#) forms found in the links.