

Intranet Management

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Introduction

Ask Simcoe information Database or AskSID uses web-based technology to create a system for consolidating, managing and access corporate information. This application of web technology within organizations is commonly referred to as an Intranet. The system is specifically designed to help staff gather, manage and use information in an effort to enable informed decision making, increase productivity and duplication of materials and effort.

Purpose

Legislative Authority

Policy Definitions and Interpretation

Policy

Under the direction of the Director, Corporate Service, Corporate Service staff will be responsible for the development and maintenance of the agency Intranet. The Corporate Service Secretary will act as the webmaster for the Intranet.

Corporate Service in consultation with the Medical Officer of Health and Executive Committee is responsible for creating the vision for, and guiding the development of the agency Intranet. This would include but not be limited to:

- fostering awareness of the Intranet and its application across all programs;
- reviewing feedback and suggestions respecting the Intranet;
- monitoring usage and effectiveness of the Intranet;
- recommending new or expanded applications.

Service areas are responsible for ensuring the accuracy and currency of information posted to the Intranet for their respective program and service areas. Coordinating Secretaries will act as the service area link for all adds, changes and deletes from the agency Intranet.

Procedures

Posting of new information (Add's)

1. Service area staff prepare new information products in final form and forward to the coordinating secretary for the service area.

2. Coordinating secretary ensures information is in the proper format (see Appendix A), and forwards a hard copy of the material along with the electronic version to the webmaster.
3. The webmaster logs receipt of the material and reviews with the Director of Corporate Service, if required, to confirm location for the document within the site prior to posting.
4. The webmaster converts documents into HTML (Hypertext Markup Language) or other complex programming language
5. Every Monday, the webmaster posts new material to the site
6. After the new material is posted, the webmaster notifies the coordinating secretary of the change.

Changes and Deletes

1. Print a copy of the document to be changed or deleted.

For changes - Make small changes directly on the hard copy. For large changes, put a stroke through the hard copy of the document currently posted to the site along with the words "*revision attached*". Attach a hard copy of the **revised** document along with a disk with the electronic version.

For deletions – Put a stroke through the hard copy of the document currently posted to the site and indicate the along with the word "*delete*".

2. Forward the documents to the service area coordinating secretary or designate.
3. The coordinating secretary or designate ensures information is in the proper format (see Appendix A) and submits to the webmaster.
4. The webmaster logs receipt of the material and reviews with the Director of Corporate Service to confirm location for the document within the site prior to posting.
5. The webmaster converts documents into HTML (Hypertext Markup Language) or other complex programming language
6. Every Monday, the webmaster make changes to the site.
7. After the new material is posted, the webmaster notifies the coordinating secretary of the change.

Intranet development

1. Members of the Corporate Service Team periodically review the Intranet for possible changes based on feedback from staff, changes in the organization, additional information required by the organization advancement in the field of web-based communications.
2. The webmaster works with the Graphic Designer to:
 - determine requirements for web pages and related applications;
 - manipulate graphics to suit program needs;
 - develop web pages that meet program needs.
3. The Director of Corporate Service discusses these developments with Executive Committee as required.

Monitoring

1. The Director, Corporate Service co-ordinates ongoing monitoring/evaluation of site to ensure;
 - overall accuracy, timeliness of information
 - consistency with corporate guidelines
 - no duplication of effort
2. The webmaster compiles responses from feedback forms for review by the Director of Corporate Service.

Intranet Maintenance

The webmaster develops and maintains a web administration guide with site organization, filenames and associated graphics; resource references codes, feedback form reference codes, staff contact names and numbers, passwords, site registration list and other pertinent information related to the administration of the SCDHU Intranet.

Email Correspondence

Email will be directed to the webmaster for the specific purpose of gathering feedback on the Intranet.

1. The webmaster will check email daily.
2. The webmaster will review this correspondence with the Director of Corporate Service.
3. Where appropriate, the webmaster or Director of Corporate Service will respond via email within 3 working days.
4. Feedback gathered via email will be summarized by the webmaster and shared with Executive Committee as appropriate.

Related Forms

Related Policies

Final Approval Signature: _____

Review/Revision History:

September 2010 Policy re-numbered, previous number C4.050