



Content Management System (CMS)

# Department Project Proposal

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Name of Division, Department or Unit

## SECTION A — STAFFING

CMS participants are required to have an assigned primary developer. An additional Web developer can participate in CMS training, if desired. A second developer is not required to use the system.

### 1. Primary Web Developer

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Name Title

Skills Proficiency:

	<i>Beginner</i>	<i>Experienced</i>	<i>Expert</i>
XHTML			
Cascading Style Sheets (CSS)			
XML/XSL			

### 2. Additional Web Developer

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Name Title

Skills Proficiency:

	<i>Beginner</i>	<i>Experienced</i>	<i>Expert</i>
XHTML			
Cascading Style Sheets (CSS)			
XML/XSL			

### 3. Department IT Pro

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Name Title

## SECTION B — PROPOSED PROJECT SITE

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Site Name

URL

Primary audience(s):

Detailed information about the type of content delivered via this site:

*(Be specific e.g., press releases, course information, policy or procedure data, etc. Attach an additional page if necessary.)*

Is any of the content commonly requested for use by other departments or sites? If the answer is yes, please explain. Attach an additional page if necessary.

Who is currently responsible for writing and maintaining the content on this Web site? If there are multiple people involved, please identify each one.

Who is currently responsible for approving the content that is posted on this Web site? If there are multiple people involved, please identify each one.

### SECTION C — TRAINING

Use of the content management system will require the completion of specific training prior to being granted access to the production server. Is the primary Web developer prepared to invest the time necessary to complete this training?

Yes

There will be a cost associated with the CMS training. Is your division prepared to cover that cost?

Yes

### SECTION D — SIGNATURES

The content management system will be governed by business rules and it will be expected that all sites using the CMS will comply with MU's Web Policies and Guidelines. By signing this document, you and your division head agree that you will complete the required training, observe all expected business practices for the CMS and your site will comply with the MU Web Policies and Guidelines ([webcom.missouri.edu/policy/](http://webcom.missouri.edu/policy/)).

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Primary Developer Signature / Date

Backup Developer Signature / Date  
*(if applicable)*

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Division Head Signature / Date

**Please return the completed proposal to Lori Croy, Director of Web Communications, 265 McReynolds Hall. Fax: 884-8074, E-mail: [CroyL@missouri.edu](mailto:CroyL@missouri.edu).**