Process - PSP Creation Requests

Revised 070814

1. **RCMs/PMs** - Request new website
   A. Fill out and submit request online
      http://2.selectsurvey.net/WisDot/TakeSurvey.aspx?PageNumber=1&SurveyID=ml3L558&Preview=true.
      i. Upon completing the online request, an email is sent to the DOT DTSD Web Content Group (Greg and Kerstin) with the info. provided in the online request.
   B. Note - No DT1271 (Communication approval form) needed per OPA. RCMs now are able to give final approval.
2. **DOT DTSD Web Content Group/DOT BITS Web Content Group** – Setup mock website
   A. Create mock website folder on development server (wwwdev2) using existing template folders.
   B. Do a find for '000projectname' (replace 000 with two letter region acronym) and replace with the 'actual projectname'.
   C. Do a find and replace for URLs to the ssic.htm and ssinav.htm, according to mock website folder name.
   D. Edit navigation based on new website request info.
   E. **DOT DTSD Web Content Group** - Create Google map and insert embed code and link on home pg.
   F. Create and include distribution list (DL) page if requested.
   G. Create and include Online comment sheet if requested.
   H. Request **DOT BITS Web Content Group** create new folders on production server.
   I. **DOT BITS Web Content Group** – Create new folders on production server and stage website.
   J. Send an email to the RCM/PM with the URL to the mock site and notifies them that the site is ready for them to add content.
3. **RCMs** – Add content to mock website
   A. Text
   B. Upload image files (.jpg or .gif files ONLY) to the 'images' folder and link to them as needed.
      i. Send a caption for each photo to Greg.
   C. Upload files (.pdf, .doc, etc.) to the 'docs' folder and link to them, as needed.
   D. **RCMs/PMs** – Content reviews as needed.
   E. Spell check all pages.
   F. **RCMs/PMs** – Once RCMs/PMs have the mock website in its final version, email dotdtsdwebcontentgroup@dot.wi.gov and notify them that it is ready for technical review and staging.
4. **DOT DTSD Web Content Group / DOT BITS Web Content Group** – Technical review of mock website
   A. Code check
   B. Review and edit filenames as needed.
   C. Resize images as needed.
   D. Ensure website guidelines are followed.
   E. Ensure website template/page/section formats are followed.
5. **DOT DTSD Web Content Group / DOT BITS Web Content Group** – Stage website
   A. Notifies RCMs/PMs website is staged/live.

Gregory A. Simonis, Publication Editor | gregory.simonis@dot.wi.gov | 608.246.3815