

Purpose: To provide guidelines to how the PMI Los Angeles Chapter (PMI-LA) uses their website while protecting the professional reputation of its members.

PMI-LA members interested in publishing pages on the PMI-LA website should read and become familiar with all sections of this document. The purpose of these policies is to ensure that the PMI-LA website operations run efficiently and effectively, and that the PMI-LA website maintains a consistent look and navigational feel that is paramount to a professional presence on the Internet. Please observe all policies regarding publications, reproduction of copyrighted materials, computer usage, privacy, etc.

Website Policy

The following standards apply to all web publishers:

Web publishers are:

- responsible for the accuracy of the information they publish
- required to comply with all PMI-LA policies and procedures

Official Pages

- Official web pages include all pages hosted on www.pmi-la.org: the PMI-LA home page.
- Official web pages residing on the Internet are required to follow these web publishing standards.

Content Creation and Submission

Each department is responsible for the accuracy and appropriateness of their content and are responsible for uploading content to the website, unpublished (i.e., not being displayed on the home page). Each team must validate all links are valid and images are appropriate prior to Marketing.

The technology department provides the appropriate and available access, along with training the volunteers from each department responsible for the department's website content generation and upload.

Submitting Files Related to Content

- **Images**

- Event Publishers will not have access to upload graphics to the front page of the website. For events that have specific images that should accompany the content (such as Speaker photo), publishers will send the information to the Technology team. The Technology team member will adjust the provided images to the appropriate size and quality, and then upload the images in the appropriate places in the content and homepage.
- **Documents**
 - Documents (such as Word, Excel, PowerPoint, PDF) will be provided to the Technology team in order to be uploaded within the content required. All documents that are “read only” should be provided in PDF format. Provide location to be updated if applicable.
- **New Web pages/Retired Web Pages**
 - All requests for New Pages or Retirement of old pages will be owned by the technology Team to handle. Requests should be made to the VP of Technology for review as to appropriate action. Significant changes may incur costs and must be discussed by the board before implementation.

Appropriate Content, Implementation, and Purpose

Pages must not violate state or federal law. Also, pages must not feature obscene, harassing, or discriminatory content or contain any other inappropriate information.

Examples of appropriate Web page content include up-to-date contact information (phone, fax, e-mail, mailing address); the latest department news and events; original articles; commonly requested forms; and other resources. Web pages should convey professionalism and congruence with PMI-LA's mission.

Web Page Review Process

Web pages are reviewed for consistency with PMI-LA's Web Publishing Standards. If pages do not agree with the Standards, the publisher will be informed that the pages were not approved, with reasons stated. Publishers are encouraged to contact the Technology team to discuss extensive site changes while still in the planning stage.

Web page content is reviewed by the Technology Department. The Technology team is responsible for the user experience, visual look of the pages, and compliance with current PMI-LA brand standards, copyright and privacy policies. The Technology team is responsible for compliance to accessibility; file, link and page code structure requirements, and how the visual elements of the page(s) work within the overall structure of the PMI-LA Web site. The Technology team will rely heavily on all PMI-LA members and Web Liaisons to identify and communicate errors and violations that are published to the Website.

When Web Pages Violate the Publishing Standards

If an official page is not in accordance with the guidelines, the page will be unpublished until the content owner makes the necessary adjustments.

See below for issues that prompt immediate removal of a page from the server.

Situations that would prompt immediate Web page removal:

- The page is inaccessible to site visitors with disabilities and does not provide an accessible alternative.
- The page violates state or federal law or PMI-LA policy.
- The page features commercial advertising.
- The page features an unofficial version of the PMI-LA logo.
- The page conveys disruptive or harmful misinformation.
- The page features inappropriate material, including obscene, harassing, or discriminatory language.
- The page contains egregious spelling or grammatical errors.

Technology Team's Role in the PMI-LA Web Site

The technology team is responsible for the overall “look and feel” of the PMI-LA web presence, including graphic elements, and the user experience. Liaisons are responsible for all the content, as well as updating and maintaining their functional department's content.

Chapter Web Service Provider's Role in PMI-LA Website

In conjunction with the Technology team, the Chapter web service provider ensures that best practices in web design, usability and accessibility are adhered to. The Chapter web service provider will also provide technical assistance but will not be responsible for any of the content. All issues with functionality should be sent through the Technology team to ensure that they can be fixed or contracted work with the Chapter web service provider.