



**The Catholic University of Eastern Africa**

TITLE	AUTHOR
<b>PROCEDURE FOR WEBSITE MANAGEMENT (CUEA/DVC ADM/CCD/02)</b>	<b>CORPORATE COMMUNICATIONS MANAGER</b>
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**0.2 Record of Changes**

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**0.3 Distribution / Circulation**

This Standard Operating Procedure is available at relevant functions on CUEA servers for authorized users

**1.0 PURPOSE**

The purpose for this procedure is to ensure the management of the university website. It involves the correction of the content and uploading it to the website.

**2.0 SCOPE**

This procedure shall be used by the Corporate Communications Department for the daily updating of the university website.

**3.0 REFERENCES**

- 3.1. CUEA Quality Management Manual
- 3.2. ISO 9001:2008 Standard

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#### **4. TERMS AND DEFINITIONS**

For the purpose of this procedure the following terms shall apply in addition to those already defined in the CUEA Quality Management Manual and CUEA QMP-01

- 4.1 Website :** It is a collection of related web pages, images, videos or other digital assets that are addressed relative to a common Uniform Resource Locator (URL), often consisting of only the domain name (or, in rare cases, the IP address) and the root path ( '/') in an Internet Protocol-based network. A web site is hosted on at least one web server, accessible via a network such as the Internet or a private local area network.

#### **5.0 PRINCIPAL RESPONSIBILITIES**

The principle responsibility for the maintenance of this procedure lies with the Corporate Communications Manager (CCM).

#### **6.0 METHOD**

- 6.1 The CCM shall initiate and receive news to be up-loaded on the website or in cases of any other information the functional office shall forward the information to be up-loaded to the CCM.
- 6.2 Upon receiving of the information the CCM shall decide what content to be up-loaded in the website.
- 6.3 The CCM or PR Assistant shall forward the content to the CUEA Press Editor for editing purposes if need be.
- 6.4 Upon completion of editing, the CCM shall forward the edited content ought to the web-team
- 6.5 The Web-team shall up-load the content to the website and the CCM or PR Assistant shall confirm if it has been posted and the process ends.
- 6.6 The CCD shall keep the website up-dated.

#### **7.0 APPENDICES**

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