Web Project Request Form

|  |  |
| --- | --- |
| **Date Submitted:** |  |
| **Project Name:** |  |
| **From LOB/SO:** |  |
| **Content Owner(s):** |  |
| **Web Liaison:** |  |

Use this process for the following types of requests:

* Doing major overhauls of existing pages
* Creating a new section or sub-site on MyFAA
* Consolidating or moving content
* Adding content associated with new left navigation links

## To request a major web project

1. Review the [complete process for requesting a major web project](https://my.faa.gov/tools_resources/web/content_owners/cms/submit-a-request.html#major) on the “Submit a Request to Add or Update content” page.
2. Complete this form, filling out as much detail as possible.
3. Meet with your Web Liaison to discuss the project and then make any necessary changes.
4. Your Web Liaison will sign the form and submit it to AOC, along with associated documents, such as a project plan, mockup ideas, draft content, etc.

# Project Details

|  |  |
| --- | --- |
| **Purpose or vision**  | * *Example: We had a change in policy and need to communicate that change to employees.*
 |
| **Audience(s)** | * *Who will use this information?*
 |
| **Tasks** | * *What tasks will users want to do on the site? (Example: Complete a telework agreement)*
 |
| **Expectations & requirements** | * *Are there any constraints or guidelines we need to know?*
* *What existing page(s), if any, have elements you’d like to use?*
 |
| **Data gathering** | * *Are there any web metrics we need to capture?*
 |
| **Timeline** | * *What is your proposed completion date?*
 |
| **Additional instructions** | * *Anything else we should know?*
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