

American Society for Quality Electronics and Communications Division Procedure Description	Procedure Description Number: 04-09 Web Update Process Revision: A Date: 10/11/10
Subject:: Web Update Process	Responsibility Webmaster Chairman

Purpose: To provide a framework for updating the ECD Web site.

Policy: All updates to the ECD web site are to follow this policy.

Scope: Web pages affected by the ECD web presence.

Responsibility: Webmaster - Chair

General Responsibilities and Procedure:

1. For the mechanics of the web update process Refer to:

<http://asq.org/member-leader-community/key-tasks/communication/division-forum-sites/index.html>

2. The web content should be updated on a quarterly basis. This supports the dynamic nature of electronics. The webmaster will solicit content updates from the committee chairmen at the monthly committee meeting. The updates for a quarterly release shall be submitted to the webmaster 30 days before the release. Late submissions will be delayed until the following quarter.

3. As the division develops a social networking presence, the webmaster shall include links to the appropriate social media on the web site.

Change Log:

Revision No.	Date	General Change(s) Made
A	10/11/10	Initial Release