Webpages Structure Development & Content Update (RIGS-P06)

Prepared by RIGS-Research Information Service Team

Purpose: Update web contents related to academic and research and develop/change webpage structures for the research webpages' development.

Item No.	Subject	Action	Responsibility	Priority	Reporting to
1	Notification of new academic staff	Notify RIGS-RIS Team about new academic staff once the new staff info updated on the original data list	Academic Administration Office	Live updated	Director of Academic Administration Office
2	Update the new staff info on the list and import new staff's info onto RIMS	Add the new staff info on the Academic Staff Record List at SharePoint; new staff's personal info will be synchronized from HR ERP automatically.	RIGS-Research Information Service Team HR	Live updated (1-2 days) for the list; Depends on HR	PVCAA/VC HR Director
3	Collect short bio and other info for the web page creation	Collect short bio/photo/CV/research interests respectively based on the academic staff type	RIGS-Research Information Service Team	1 week-1month (collected before the new staff enroll date and depends on the staff's response)	PVCAA/VC
4	Create new web page for the new academic staff	Create new web page with the short bio etc. for the new staff on both the academic staff page and Research Portal profile based on the agreed date for the web posting	RIGS-Research Information Service Team	Live updated (1-2 days)	PVCAA/VC
5	Notification of the update on faculty/researcher profile pages	Notify RIGS-RIS Team about any update needed for the individual profile page, e.g. short bio/photo/research interests	Researcher	Live updated (1-2 days)	Head of Program

6	Update profile page	Update information on profile page	RIGS-Research Information Service Team	Live updated (1-2 days)	PVCAA/VC
7	Change webpage structure/ contents related to academic/research	Receive instruction / request from PVCAA/VC for the content/structure change and update accordingly.	RIGS-Research Information Service Team	Live updated (1 week or more, depends on the change)	PVCAA/VC
8	Develop Research webpages	Receive instruction / request from PVCAA/VC for the webpage development and develop accordingly.	RIGS-Research Information Service Team	Live updated (1 month for each section)	PVCAA/VC
9	Notification of the faculty leaver	Notify RIGS-RIS Team about the academic staff whose contract ended and left GTIIT	HR	Live updated	HR Director
10	Update leavers on the list and RIMS	Update the leaver information on the Academic Staff record list and RIMS person list will be updated by synchronization from HR ERP.	RIGS-Research Information Service Team	Live updated (1-2 days)	PVCAA/VC