

Web site Creation and Requirements Document

Use this form to help compile the various types of information needed to design an effective, comprehensive and user-friendly government Web Site.

Web site Project name:

Prepared by:

Contact Info:

Telephone work:

Fax:

E-Mail:

General description and specifications for the Web site:

Domain Name:

@ab.gov.ag

Color type:

Ex. Blue, Green

Site Layout Index Template A

[home](#) [e-mail](#) [Siteman](#)

Coat of Arms
Goes here

“Official site of”
Name goes here

Logo goes here **Motto goes here**

Menu goes here

About Us

Information Center

Useful Links

Main News Articles/ Press Releases go here

Main **Notices** goes here

PIC of

Minister of Ministry/

Head of Institution

Special Feature goes here

Quick Links goes here

Site Layout Inner page Template B

[home](#) [e-mail](#) [Siteman](#)

Coat of Arms
Goes here

“Official site of”
NAME OF ENTITY
Goes here

Logo goes here **Motto goes here**

Menu goes here

About Us

Information Center

Useful Links

Full Story of **Press release/Article**

Based on both template A/B either E-mail the following items to Ms. Charissann Simon at csimon@ab.gov.ag or copy to a Compact Disk, deliver to IT Center.

A. Liaise personnel and contact info (very important)

B. A clear and sharp copy of company Logo in jpg/gif format

C. Company's Motto.

D. An individual picture of all staff members, Permanent Secretary inclusive

E. A list of potential menu items to create a sitemap

a. About [us]

- i. Function of organization
- ii. Staff members and their profiles (photos optional)
- iii. Organizational Chart
- iv. Contact information
 1. e-mail
 2. telephone
 3. fax numbers
 4. address
- v. Photo gallery [if applicable]
- vi. Directory list of personnel

b. Information center

- i. Press Releases
- ii. News Articles
- iii. Notices
- iv. Calendar of events
- v. Forms/ applications
- vi. Procedures and regulations
- vii. Services

c. Useful links

- i. A list of official links associated with current web site

d. Kids Corner

- i. activities

N.B – more menu items can be added to menu

Please note that a website has already been created for your ministry and for some departments, but most currently lack content. This information will assist the IT Centre in creating a full featured website that will assist the public in accessing Government services.

