

11/03/2022 – version #2

**Reason for GPMGA website standards:** The GPMGA website is built with an application tool provided by WIX. If not used correctly the website can break and not function correctly or fail all together. These standards are the minimum standards required in the software development industry and will hopefully keep the website in good running order. These standards also cover applications built for GPMGA. (Examples: Cognito and Google forms, Zapier integrations, Spreadsheets and other applications.)

### **GPMGA Website Standards**

Only the designated GPMGA webmasters will have access and work on the production website. Small changes or fixes can be done directly to the production website by the webmasters but any large changes must be done to the development website first and tested. If the development website tests are successful, a backup of production will be made before the production website is updated with changes from the development website. The production website will be tested once the changes are made and reviewed for a week by the webmasters. If there are problems to the production website, the website can be restored from the backup of the website taken prior to the changes.

(Definition of small website changes or fixes: This is limited to less than 50% of one webpage. Be it text, graphics or links in the page.)

Definition of large website changes or fixes: This anything greater than 50% of one webpage. Be it text, graphics or links in the page.)

GPMGA members who wish to update the website can do so by doing the following:

1. Get permission from the GPMGA board, board vote, to update website.
2. Make changes or additions in development website first and tested by the Webmaster(s).
3. If the development website tests are successful, a backup of production will be made before the production website is updated with changes from the development website. The production website will be tested once the changes are made and reviewed for a week by the webmasters. If there are problems to the production website, the website can be restored from the backup of the website taken prior to the changes.
4. The Webmaster(s) will notify the board when and if the change is successful.

### **GPMGA Website and Application Requests and Errors**

All new requests need to go through the GPMGA board and be approved by the voting members. Any ongoing requests, like monthly "HOME" page GPMGA meeting announcements that have gotten general approval by the board can be changed at will by the webmasters. The webmaster working on the request will give you an estimate of time required ASAP, if needed.

#### **Small website, application changes or fixes:**

The request should be made as soon as possible. These requests **should only take a few days** to do once the request is made. (Examples: Monthly standard event changes or small additions on webpages.)

#### **Large website, application changes or fixes:**

These requests should be made as soon as possible but at least with a minimum two weeks lead time. These types of requests can be complex. They may take **weeks if not months** to build. (Examples: Speaker Bureau, Spring Garden Fest., Gardening 101, HOPE Garden project page)

#### **Errors:**

All errors are to be reported and fixed ASAP.