Your Europe

Workflow Guide

DG ENTR - Project 2004/4046
FrameWork Contract 6014 - Lot 1

Version 1.0
11/03/2005
Document Approval

<table>
<thead>
<tr>
<th>NAME</th>
<th>DATE</th>
<th>SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepared by:</td>
<td>Geneviève Poncelet</td>
<td></td>
</tr>
<tr>
<td>Checked by:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quality checked by:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approved by:</td>
<td></td>
<td></td>
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Distribution List

<table>
<thead>
<tr>
<th>COMPANY</th>
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<th>FUNCTION</th>
<th>FOR INFO / APPROVAL</th>
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<tbody>
<tr>
<td>DG ENTR</td>
<td>Gavino Murgia</td>
<td>DG ENTR Contact</td>
<td>Approval</td>
</tr>
<tr>
<td>DG ENTR</td>
<td>Zuzana Mazanova</td>
<td>DG ENTR Contact</td>
<td>Info</td>
</tr>
<tr>
<td>DG MARKT</td>
<td>Luc Joosten</td>
<td>DG MARKT Contact</td>
<td>Info</td>
</tr>
<tr>
<td>OPOCE</td>
<td>Sofia Berenguer Romeu</td>
<td>Project Assurance</td>
<td>Info</td>
</tr>
<tr>
<td>OPOCE</td>
<td>Carmen Malagon</td>
<td>Project Assurance</td>
<td>Info</td>
</tr>
</tbody>
</table>

Change Control History

<table>
<thead>
<tr>
<th>VERSION</th>
<th>DATE</th>
<th>AUTHOR</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.1</td>
<td>31/01/2005</td>
<td>G. Poncelet</td>
<td>First Draft</td>
</tr>
<tr>
<td>0.2</td>
<td>21/02/2005</td>
<td>G. Poncelet</td>
<td>Second Draft following meeting of 14/02/2005</td>
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<td>1.0</td>
<td>11/03/2005</td>
<td>G. Poncelet</td>
<td>Update following Gavino's comments (mail of 04/03/05)</td>
</tr>
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Document information

<table>
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<tr>
<th>CREATION DATE/FILENAME</th>
<th>LOCATION</th>
<th>NUMBER OF PAGES</th>
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Document Overview

Introduction  This document aims to define a workflow for documents publishing on the web server.

Contents  This chapter contains the following topics:

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<tr>
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</tbody>
</table>
Planning, objective and assumptions

In the planning
- The project was divided into 8 activities.
- The current deliverable relates to the fifth one.

<table>
<thead>
<tr>
<th>№</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Definition of the problem Statement</td>
</tr>
<tr>
<td>2</td>
<td>Set up of the Presentation architecture &amp; Navigation</td>
</tr>
<tr>
<td>3</td>
<td>Set up of the terminology guide</td>
</tr>
<tr>
<td>4</td>
<td>Set up of the linguistic and links identification guide</td>
</tr>
<tr>
<td>5</td>
<td>Set up of the workflow guide</td>
</tr>
<tr>
<td>6</td>
<td>Set up of the metadata guide</td>
</tr>
<tr>
<td>7</td>
<td>Set up of the editorial and style guide</td>
</tr>
<tr>
<td>8</td>
<td>Project Management</td>
</tr>
</tbody>
</table>

Objective
The objective of this activity is to describe the workflow to be implemented for the content definition and publishing. The portal publishing workflow will be based on the Commission's proposition and on the Editorial board decisions.

Input
- Activity 1 and approval of the Project Brief
- Description of the Commission's recommendations
- Description of the Editorial board decisions

Tasks
- Analysing existing information and decisions
- Describing the stages, roles and acceptance criteria.
The workflow guide has been realised based on the following references analysis.

<table>
<thead>
<tr>
<th>Document</th>
<th>Originator</th>
<th>Version</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your Europe Preliminary Analysis and Design</td>
<td>European Dynamics</td>
<td>1.0</td>
<td>30/09/2004</td>
</tr>
<tr>
<td>WCM Starter Kit - Functional specification</td>
<td>OPOCE</td>
<td>2</td>
<td>03/03/2004</td>
</tr>
<tr>
<td>Dialogue with Business Website Workflow definition</td>
<td>Getronics</td>
<td>1.2</td>
<td>12/06/2003</td>
</tr>
<tr>
<td>Your Europe Workflow presented during Editorial Board meeting</td>
<td>Editorial Board</td>
<td>-</td>
<td>26/11/2003</td>
</tr>
<tr>
<td>Strategy paper for the implementation of the portal of the EU Administration (Your Europe)</td>
<td>IDA</td>
<td>4.1</td>
<td>May 2004</td>
</tr>
</tbody>
</table>
Chapter 1. Stages and roles

Overview

Introduction
This chapter describes the stages and roles of the publishing workflow

Contents
This chapter contains the following topics:

<table>
<thead>
<tr>
<th>Topic</th>
<th>See Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stages</td>
<td>8</td>
</tr>
<tr>
<td>Initiating Content</td>
<td>9</td>
</tr>
<tr>
<td>Developing new functions</td>
<td>10</td>
</tr>
<tr>
<td>Writing Content</td>
<td>11</td>
</tr>
<tr>
<td>Producing Content</td>
<td>13</td>
</tr>
<tr>
<td>Testing</td>
<td>14</td>
</tr>
<tr>
<td>Roles description</td>
<td>15</td>
</tr>
<tr>
<td>Process illustration</td>
<td>16</td>
</tr>
</tbody>
</table>
Stages

Introduction
To make the whole process intelligible, we divided into 4 stages.
Each stage is described in the next topics.

List of stages
The site production workflow can be divided into four stages:

<table>
<thead>
<tr>
<th>Stage</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Initiating</td>
</tr>
<tr>
<td>2</td>
<td>Writing</td>
</tr>
<tr>
<td>3</td>
<td>Developing</td>
</tr>
<tr>
<td>4</td>
<td>Testing</td>
</tr>
</tbody>
</table>

Each stage is composed of different tasks.
Initiating Content

Objective
The objective of this phase is to analyse the submission for adding new content to the portal or to include content update (correction, modification...)

If the request requires functions development, their development must be analysed.

The submission will be approved or rejected.

New subjects can be submitted by the following instances:
- Policies of DG ENTR or DG MARKT
- Portal Management
- Information owner (Commission or Member States)
- Users of the portal or user representatives
- Member States and accession candidates (Editorial Board)
- Portal management

Roles
- Portal Management (DG ENTR & DG MARKT management)
- Editorial board (optional)
- Portal team
- Web developer (optional)

Tasks
The following tasks should be executed during the initiating phase:

<table>
<thead>
<tr>
<th>Task</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Submitting request</td>
<td>Request is submitted</td>
</tr>
<tr>
<td>2</td>
<td>Analysing new function (optional)</td>
<td>If the request requires new web functions to be developed, an analysis will be done by web developer to support the approval decision.</td>
</tr>
</tbody>
</table>
| 3    | Approving | ▪ Portal Management approves or rejects subject and/or web development.  
▪ Editorial Board can get involved for information or advice. |

Effort weighting
The effort required at this phase depends on the request content:
- A new content will required more effort than content update.
- The approval can be optional when existing content is corrected.
- The effort will be greater when new developments are to be considered.

Output
- Subject or update to be included in the portal
- Authorisation to include new content or modification
- Authorisation for function development
Developing new functions

Objective
The objective of this phase is to provide the portal with the necessary functions approved by the Portal Management at phase Initiating content.

If the new functions are necessary for publishing new contents, the development phase will be scheduled during the writing content phase.

Roles
Web developers

Input
- Identification of the functions to be developed approved at stage "Initiating Content"
- Authorisation for developing
- Presentation architecture & Navigation
- Editorial and Style guide
- Metadata guide
- Linguistic and Links guide
- WCM starter kit and IPG guidelines

Tasks
This phase is considered as a black box for the publishing workflow and is not detailed in the publishing workflow.

However, the development of the new functions must be compliant to the recommendations for EUROPA sites.

Output
- New web functions
Writing Content

Objective

The objective of this phase is to provide harmonised content in all necessary languages.

- Content is written or modified in accordance with the writing guidelines, described in the Editorial and Style Guide.
- Specific contents templates are provided by the Portal Content Team.

Roles

- Portal content team
- Information providers
- Author
- Editorial Board
- Translators
- Archivist
- Portal Management (DG ENTR & DG MARKT management)

Input

- Subject or update approved at stage "Initiating Content"
- Terminology guide, EUROVOC and Portal specific terminology
- Linguistic and Links guide
- Editorial and Style guide
- Specific Content template

Tasks

The following tasks are

<table>
<thead>
<tr>
<th>Task</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Initiating the writing</td>
<td>Content team coordinates content requests to information owner and provides authors with the necessary guidelines and templates.</td>
</tr>
<tr>
<td>2</td>
<td>Writing content</td>
<td>Author and/or Information owner creates content.</td>
</tr>
</tbody>
</table>
| 3    | Collecting and validating content    | Editorial Board members collects the content.  
- Member States representatives collect and validate country related information  
- DG MARKT representatives collect and validate citizens related European information  
- DG ENTR representatives collect and validate Business related European information  
  
| 4    | Quality reviewing                    | Content team validates the content (conformity to the writing and terminology guidelines and templates).                                                                                                                                                                                                                                           |
| 5    | Translating content                  | Translators translate the content in the languages relating to the page linguistic types (See Linguistic and Links guide).                                                                                                                                                                                                                       |
| 6    | Quality reviewing                    | Content team validates the translation (conformity to the writing guidelines and templates).                                                                                                                                                                                                                                                   |

Continued on next page
Writing Content, Continued

Tasks (continued)

<table>
<thead>
<tr>
<th>Task</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Terminology Analysis</td>
<td>The archivist responsible for the maintenance of the portal terminology analyses the new content, complete the portal terminology file and submits requests to EUROVOC if necessary. This task is to be executed only in case of new content inclusion.</td>
</tr>
<tr>
<td>8</td>
<td>Content Approval</td>
<td>Portal management approves the new content and authorises the production of the page content.</td>
</tr>
</tbody>
</table>

Output

- New content in the master language
- Translation in all necessary languages as defined by the Linguistic and Links guide.
- Authorisation for producing.
Producing Content

Objective
The objective of this phase is the production of HTML pages to be further published on the EUROPA Web server.

Roles
- Content producer
- Portal content team
- Portal Management

Input
- Content provided in all necessary languages
- Authorisation for producing
- Presentation architecture & Navigation
- Editorial and Style guide
- Metadata guide
- Linguistic and Links guide

Tasks
The publishing process (how content is published on the web server) is considered here as a black box. It depends of the content creation environment. If Documentum and the WCM starter kit are used for content production, the workflow defined in the WCM starter kit will be followed. However, whatever the content management system used, content pieces must be based on the WCM starter kit recommendations.

<table>
<thead>
<tr>
<th>Task</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Creating web content</td>
<td>Content producer enters the content in the Content system (following the content management system used for Your Europe).&lt;br&gt;  - New content pieces are created&lt;br&gt;  - Existing content is modified or corrected</td>
</tr>
<tr>
<td>2</td>
<td>Producing the pages</td>
<td>Publishing processes produce the HTML pages.</td>
</tr>
<tr>
<td>3</td>
<td>Quality reviewing</td>
<td>Portal Content team validates the web content (conformity to the metadata, and Editorial &amp; Style guides).</td>
</tr>
<tr>
<td>4</td>
<td>Approving (Optional)</td>
<td>At each step of the production one of the actors can signal a problem to the portal management. The management can refuse the content. The acceptance can be considered as tacit except when the content is refused.</td>
</tr>
</tbody>
</table>

Output
New HTML files to be copied on the staging server.
Testing

Objective
The objective of this phase is to test the inclusion of the new content within the whole portal in a test environment before publishing it on EUROPA.

Roles
- System Engineer
- Portal Content Team
- Editorial Board
- Portal Management (DG ENTR & DG MARKT management)

Input
- New HTML files to be copied on the staging server.

Tasks
Before being published on Europa, the pages are tested in a staging environment. This phase consists of applying functional tests (links, scripts...).

<table>
<thead>
<tr>
<th>Task</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Transferring to staging</td>
<td>System engineer transfers pages to the staging environment.</td>
</tr>
<tr>
<td>2</td>
<td>Functional test</td>
<td>Portal Content team and optionally Editorial Board execute functional tests.</td>
</tr>
<tr>
<td>3</td>
<td>Approval</td>
<td>Portal Management approves the functional tests and authorises the publishing to EUROPA.</td>
</tr>
<tr>
<td>4</td>
<td>Transferring to EUROPA</td>
<td>System engineer transfers pages to the EUROPA web server. The content is available for the site user.</td>
</tr>
</tbody>
</table>

Output
New content available on the EUROPA web server (Your Europe web site).
Roles description

Roles

Roles are defined for every stage of the process. A role means a person responsible for executing one or more tasks. A same person may be in charge of multiple roles. However, for quality purpose, the quality review should always be done by someone else than the person who produced the deliverable.

<table>
<thead>
<tr>
<th>Role</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Web user</td>
<td>• Browses site pages</td>
</tr>
<tr>
<td></td>
<td>• Submits requests for new subjects</td>
</tr>
<tr>
<td>Portal management</td>
<td>• Submit requests for new subjects</td>
</tr>
<tr>
<td></td>
<td>• Approves or rejects requests for new subjects</td>
</tr>
<tr>
<td></td>
<td>• Authorises the development of new subjects.</td>
</tr>
<tr>
<td></td>
<td>• Authorises test phase</td>
</tr>
<tr>
<td></td>
<td>• Authorises publishing on EUROPA</td>
</tr>
<tr>
<td>Portal content team</td>
<td>• Initiates and co-ordinates writings of contents</td>
</tr>
<tr>
<td></td>
<td>• Is responsible for quality review</td>
</tr>
<tr>
<td></td>
<td>• Tests the integration of new content in staging environment</td>
</tr>
<tr>
<td>Editorial Board</td>
<td>• Collects and validates contents</td>
</tr>
<tr>
<td></td>
<td>• Optionally tests the integration of new content in staging environment</td>
</tr>
<tr>
<td>Information owners</td>
<td>• Submits requests for new subjects</td>
</tr>
<tr>
<td></td>
<td>• Provides content to author</td>
</tr>
<tr>
<td></td>
<td>• Writes content</td>
</tr>
<tr>
<td></td>
<td>• Controls content written by author</td>
</tr>
<tr>
<td></td>
<td>Information owner is responsible for the content validity.</td>
</tr>
<tr>
<td>Author</td>
<td>• Creates page content</td>
</tr>
<tr>
<td></td>
<td>• Controls page content written by information owner</td>
</tr>
<tr>
<td></td>
<td>Author is responsible for text conformity to the guidelines.</td>
</tr>
<tr>
<td>Translator</td>
<td>Translates content</td>
</tr>
<tr>
<td>Web developer</td>
<td>• Develops new web functions</td>
</tr>
<tr>
<td></td>
<td>• Tests pages in development environment</td>
</tr>
<tr>
<td>System engineers</td>
<td>Installs release in appropriate environment (staging and EUROPA)</td>
</tr>
<tr>
<td>Archivist</td>
<td>• Checks content for new terms</td>
</tr>
<tr>
<td></td>
<td>• Maintains portal terminology</td>
</tr>
<tr>
<td></td>
<td>• Submits requests for new terms to EUROVOC</td>
</tr>
<tr>
<td>Content producer</td>
<td>• Authorised user entering the content in the Content management system (whatever the chosen tool).</td>
</tr>
</tbody>
</table>
Process illustration

**Introduction**

The following diagram illustrates the different roles, responsible for executing tasks at every stage of the process.
Chapter 2. Tasks description

Overview

Introduction
This chapter describes all the tasks the different roles have to execute during the whole publishing process.

Contents
This chapter contains the following topics:

<table>
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<tr>
<th>Topic</th>
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</tr>
</thead>
<tbody>
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<td>Approving</td>
<td>18</td>
</tr>
<tr>
<td>Writing initiation and co-ordination</td>
<td>19</td>
</tr>
<tr>
<td>Collecting, writing, validating and reviewing content</td>
<td>20</td>
</tr>
<tr>
<td>Translating and controlling translation</td>
<td>21</td>
</tr>
<tr>
<td>Analysing and maintaining terminology</td>
<td>22</td>
</tr>
<tr>
<td>Authorising</td>
<td>23</td>
</tr>
<tr>
<td>Producing and reviewing topic pages</td>
<td>24</td>
</tr>
<tr>
<td>Approving</td>
<td>25</td>
</tr>
<tr>
<td>Installing pages in staging or EUROPA environment</td>
<td>26</td>
</tr>
<tr>
<td>Testing the site in staging environment</td>
<td>27</td>
</tr>
<tr>
<td>Authorising</td>
<td>28</td>
</tr>
</tbody>
</table>
### Approving

#### Introduction
New subjects or new functions are submitted to the Portal management that must control, accept or reject them.

#### Stage
This procedure is executed during the Initiating stage.

#### Role
Portal Management

#### Tasks
- analyses applicant subjects or development
- accepts subjects
- refuses and justifies refusal

#### Deliverable
Acceptation or refusal of subject or development. Refusal must be justified.

#### Quality criteria
Subject will be accepted when:
- It is conform to the portal mission
- It is useful for the portal target user
- It is compliant with the available budget
Writing initiation and co-ordination

Introduction
Content for new subjects or content update are requested to the information providers by the Portal Content team.

Stage
This procedure is executed during the Writing stage.

Role
Portal Content Team

Tasks
- Preparing templates and guidelines for writing contents
- Request content to Editorial Board members.

Deliverable
- Templates
- Request for new content

Quality criteria
Templates are conformed to following guidelines:
- Presentation architecture & Navigation
- Editorial and Style Guide
- Terminology Guide
Collecting, writing, validating and reviewing content

**Introduction**

Content is collated and the text is written and validated. The text must be conformed to the writing guidelines described in the Editorial guide.

**Stage**

These procedures are executed during Writing stage.

**Role**

- Information owner
- Author
- Editorial Board members
- Content Team

**Tasks**

**Information owner:**
- Collates content
- Writes the content or transfers the information to the author responsible for writing the text.
- Validates the content, written by the author

**Author:**
- Writes the text based on the information provided by information owner

**Editorial Board members:**
- Collect and validate contents

**Content Team:**
- Verifies if the writing, terminology, links guidelines have been applied
- Accepts or refuses text.

**Deliverable**

Topic text in one language.

The document will be considered as the master text for translation. It clearly indicates the topic structure (Page(s) titles, text blocks and heading, table...)

**Quality criteria**

Topic text is compliant with
- Writing guidelines described in the Editorial and Style guide
- Page organisation guidelines described in the Editorial and Style guide
- Links are conformed to the Linguistic and links guidelines
- Terminology is conformed to the Terminology guidelines
- Topics find a place in the site structure as described in the document Information architecture
Translating and controlling translation

Introduction

After being written, validated and reviewed, the topic text is translated following the linguistic guidelines.

Stage

These procedures are executed during the Writing stage.

Role

- Translator
- Content Team

Tasks

Translator:
- Translates the content in another language

Content team:
- Verifies the translation
- Accepts or refuses the translation.

Deliverable

Topic text is in all required languages according to the linguistic level, described in the Linguistic and Links guide.

If possible, all translations are executed from the master document.

Quality criteria

- Translation is compliant with Writing guidelines described in Editorial and style guide and to the content template.
- Available languages are consistent with the page linguistic level (Linguistic and links guide).
- Terminology guidelines have been applied.
Analysing and maintaining terminology

Introduction
The portal terminology must be continuously updated in order to remain adapted to the portal content.

Stage
These procedures are executed during Writing stage.

Role
Archivist

Tasks
- Analyse new content in order to control if all terms are referenced in EUROVOC or in the portal specific terminology.
- If a new term is to be considered, define whether it can be submitted to EUROVOC or not.
  - If yes, send the submission with description to EUROVOC.
  - If no, describe the term in the portal specific terminology.

Deliverable
- New term description
- New term submission to Eurovoc (optional)

Quality criteria
- Terminology must follow the recommendations described in the Terminology guide.
# Authorising Production

<table>
<thead>
<tr>
<th><strong>Introduction</strong></th>
<th>Topic production must be authorised by the portal management.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Stage</strong></td>
<td>This procedure is executed during the Writing stage.</td>
</tr>
<tr>
<td><strong>Role</strong></td>
<td>Portal management</td>
</tr>
<tr>
<td><strong>Tasks</strong></td>
<td>Portal management authorises or refuses the topic production.</td>
</tr>
<tr>
<td><strong>Deliverable</strong></td>
<td>Topic production authorisation or refusal.</td>
</tr>
<tr>
<td><strong>Quality criteria</strong></td>
<td>Administrative, budget and policy criteria are taken into account for authorising the pages production.</td>
</tr>
</tbody>
</table>

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Producing and reviewing topic pages

Introduction
Web pages are produced and the code is reviewed.

Stage
This procedure is executed during the Producing stage.

Role
- Content producer
- Content Team

Tasks
- Content producer creates the web pages.
- Content team controls the web pages and the Information organisation.

Deliverable
Web pages and the information structure modification. Delivery method depends on the Web content management tool used for Your Europe.

Quality criteria
- HTML pages have been coded according to the technical recommendations.
- Page layout is realised according to the Style guide.
- Information architecture is conform to the guidelines (Presentation Architecture & Navigation guide).
- All necessary metadata are included in HTML pages
## Approving content production

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Introduction</strong></td>
<td>After production, HTML pages will be tacitly approved by the Portal Management. In case of problem signalled during production, the transfer to the staging environment will be refused.</td>
</tr>
<tr>
<td><strong>Stage</strong></td>
<td>This procedure is executed during the Producing stage.</td>
</tr>
<tr>
<td><strong>Role</strong></td>
<td>Portal Management</td>
</tr>
<tr>
<td><strong>Tasks</strong></td>
<td>Based on the quality review, Portal Management refuses the authorisation for the transfer to the staging environment. If the content production is not officially refused, the content production is tacitly approved.</td>
</tr>
<tr>
<td><strong>Deliverable</strong></td>
<td>Tacit authorisation or official refusal for transferring the HTML pages to the staging environment.</td>
</tr>
<tr>
<td><strong>Quality criteria</strong></td>
<td>Quality review is done and reporting is positive.</td>
</tr>
</tbody>
</table>
## Installing pages in staging or EUROPA environment

**Introduction**

HTML pages are transferred to the staging environment in order to allow functional tests or to the EUROPA environment to make them available for the web user.

**Stage**

This procedure is executed during the Testing stage.

Installation in the staging environment is realised before testing and installation in production is realised after testing (after authorisation from Portal Management).

**Role**

System engineer

**Tasks**

System engineer installs the pages in the appropriate environment (staging or EUROPA). The method depends on procedures developed for the specific environment.

**Deliverable**

- New folder(s)
- New HTML page(s)
- New resource(s)
- New component(s) if development of new functions was required.

**Quality criteria**

Installation is correctly done
Testing the site in staging environment

Introduction
Site upgrade is tested in the staging environment.

Stage
This procedure is executed during the Testing stage.

Role
- Content Team
- Editorial Board members (optional)

Tasks
Content team and optionally Editorial Board members control
- New pages
- Modified pages
- All pages modified by the inclusion of new pages (navigation page, main menu...)
- New functions
Tools can be used to detect inaccurate hyperlinks or orphan pages.

Deliverable
Test report indicating
- All pages controlled during the tests and test result (OK / Error)
- Error reporting (inaccurate hyperlinks, missing hyperlinks...)

Quality criteria
- Any new page must be referenced in all the navigation pages relating to the new subject (Main menu, Issue page...).
- All hyperlinks must be correct.
- Site navigation must work without any problem.
- New functions must work as planned in the development analysis
# Authorising Publishing on EUROPAS

## Introduction
After being tested in a staging environment, the site must be installed in the EUROPAS environment in order to be accessible for the web user.

## Stage
This procedure is executed during the Testing stage.

## Role
Portal Management

## Tasks
Based on the functional test, the Portal Management authorises or refuses the installation on Europa.

## Deliverable
Authorisation or refusal of the publishing to EUROPAS.

## Quality criteria
- All new pages, modified pages or new functions have been tested by the tester.
- All test results are positive.