# **Web Division Audit Procedures**

**From: Strategic Web Action Team (SWAT)**

*Last Updated: January 18, 2023*

The Annual Website Audit will kick off on February 10, 2023. The SWAT meeting held on January 18, 2023 covered the audit process in detail and discuss adjustments needed. Web Stewards will be given instructions on how to lead their division through the web audit. The process of the audit for each Web Steward is as follows.

To audit a Web Division on the UVU Website:

* Receive information at the January SWAT meeting (audit overview and process)
* Receive documents from the SWAT Chair to assist in managing each division’s audit via email by February 10, 2023. These documents include:
  + Updated Web Owners Report
  + Web Division Audit Procedures
  + Website Audit Instructions, Site Audit Checklist, and Page Audit Checklist (to be given to each Website Owner/Site Manager)
  + Page Age & Count Report (**remember to check all pages no matter the age**)
* Work with each Site Owner/Site Manager within the division’s Web Owners Report to complete each website audit:
  + Distribute instructions and documents to each Web Owner/Site Manager in the division’s Web Owners Report by emailing to each a copy of the Website Audit instructions and the Audit Checklist
  + Let each Web Owner/Site Manager know their audit needs to be complete a week prior to the March 31st deadline. For each to complete their audit, they need to finish the Audit Checklist and then fill out the Website Audit Completed form found at <http://www.uvu.edu/web/audit/site_audit.php>.
  + When they fill out this form, it will send an email confirmation to the Web Steward over their site.
  + Monitor progress for each site within your division during the audit.
* Upon receiving a Website Audit Completed email from each Website Owner/Site Manager within the division, each Web Steward should then complete the Web Division Audit Completed form found at <http://www.uvu.edu/web/audit/division_audit.php>. When the Web Steward completes this form, it will send a confirmation to the SWAT Chair letting them know the audit is complete for that division. This must be completed by **March 31, 2023**.
* There will be spot checks throughout the UVU website for accuracy. Please make sure your web team members know this.
* Keep any documentation needed for future reference.

Additionally, each Web Steward should come prepared to the February SWAT meeting with any questions or clarifications needed. This meeting will be used as a checkpoint for the audits. Please let Scott Dewar ([scottd@uvu.edu](mailto:scottd@uvu.edu)) or [WebSupport@uvu.edu](mailto:WebSupport@uvu.edu) know if you have any questions or concerns.

NOTE: Each year this process will be reviewed for improvements and simplifications. We hope each of you will bring ideas for improvements to SWAT for consideration. We want to make this process as streamlined as possible, while maintaining the integrity of our UVU website and systems. Thank you for all your efforts in helping us maintain an updated and accurate UVU website.