

Queen Mary webpage ownership

Who owns what?

Introduction

The Queen Mary website is best thought of as lots of different websites brought together under one umbrella. Queen Mary has around 40,000 webpages, so the ownership of pages is delegated to departments, teams and individuals across the institution.

Who owns what?

Webpages at Queen Mary are owned and maintained by the subject experts within any given area, rather than a central team. Unlike some other organisations, there is no central team at Queen Mary responsible for the day-to-day maintenance of all website content.

For example

- Webpages discussing a specific department or team will be owned by that department or team.
- Webpages for campaigns or projects will be owned by the individuals managing those campaigns or projects.
- Webpages dedicated to a particular topic will be owned by the subject experts relating to that particular topic.

You **do not** need to be a communications professional

Queen Mary's website uses a content management system called T4. This means staff members can look after the day-to-day maintenance of their webpage content without having prior experience or technical knowledge.

Staff profiles

If the webpages that you own include staff profiles, you are also responsible for ensuring that these are maintained.

This includes adding and removing profiles as staff members join and leave Queen Mary, as well as day-to-day updates.

Are you responsible for webpages?

Identifying content editors

Decisions around who within a department or team looks after webpage content should be made within your team, and then communicated to the central Web team to ensure these people have the appropriate access.

It is the responsibility of you and your line manager to identify whether you should be maintaining website content, and ensure that you have access to the appropriate online training and resources.

Thinking ahead

Your team should also plan for when a designated content editor is on leave, or you have recruitment gaps within your team. We would recommend always having at least two team members who are able to use T4, and creating a [RACI document](#) to identify who these people are.

Tools and resources

[T4 training](#)

Send this training to members of your team who would like to become T4 content editors, or even refer back to the training yourself if you become stuck. The training is on-demand, and takes around three hours to complete.

[Accessibility resources](#)

Queen Mary is obligated by law to ensure our webpages meet a certain accessibility standard. Find out more about how you can make sure your webpages are as accessible as possible.

[T4 Content Type Directory](#)

Take a look at the different content types available to you when building or editing webpages on T4, and find out how you can add them to your pages.

[Web Content Toolkits](#)

The Web Content Toolkits allow you to work, plan and implement your own web content projects within your team. If you would like help using the toolkits, or would like somebody to check or feedback on

Thank you!