



OKLAHOMA DEPARTMENT OF HUMAN SERVICES



Web Request

New Update

Section 1: Submitter information

Name	
Phone number	Division or office

Section 2: Content information

Name of content	Estimated number of pages of content
Business reason(s) for content	

Section 3: Information architecture (channel) requirements

List all channels, such as documents (Docs). Include display name and name of channel(s).

Section 4: Template requirements

Provide a description of the template(s) needed for this content. Be sure to include any necessary information about required formatting. If this is a template modification, include location of template.

Section 5: Additional documents

Author/editor list – Submit a completed list of all authors and editors to the Web Content Management Unit. Be sure to include the channels for which they should have access.

Document list – Submit a list of documents to be included to the Web Content Management Unit.

Division content manager (DCM) approval:

Request is Approved Rejected

DCM name		
Phone number	E-mail address	Date

Office use only

Web content manager (WCM) approval:

Request is Approved Rejected

Web content manager name or signature	Date
Status: Active <input type="checkbox"/> Completed <input type="checkbox"/>	
Date submitted: _____	
Date completed: _____	
Assigned to: _____	