WEB SERVICES REQUEST FORM (WSRF)

This form is required to initiate all work with the IHS Web Services Team. It is also required for all IHS.gov website creation & redesign and is to be completed before any contracts are awarded or work is begun.

Email this completed form to the IHS - IHS Web Administrator at ihswebadmin@ihs.gov

Note: Once your request is approved & assigned lapse of content manager involvement, for a period of 15 days or more, will result in the cancellation of your WSRF by the Web Services Manager.

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1. **Who authorized you to submit this request? It must be a senior official (Federal or Corps) from the respective topic area that this website is for.**

   Name: Title:
   Phone: E-mail:

   Digital Signature of Authorizing Official

2. **Who will be the Content Manager (CM) for this website? This person will be the primary point of contact for the website, define requirements and manage content changes.**

   Name: Title:
   Phone: E-mail:

   ☐ Content Manager's immediate supervisor has approved of this role

   Digital Signature of Content Manager

3. **Who will be developing and/or coding the site?**

   ☐ IHS Web Services Team
   ☐ Other

   If 'other', please provide:

   Name/Company:
   Experience:
   Phone:
   E-mail:

   Note: This should NOT be someone w/out extensive web design and/or development experience

4. Provide a general overview of your requirements

    a) Are you requesting services relating to a static content web site or a database driven web application?

        ☐ Static Web Site (e.g. a website that provides agency information)
        ☐ Database Driven Web Application (e.g. a website that collects info & provides reports)

    b) What is the desired name of the website or application?
       (Note: for consistency & usability naming may need to be modified)

    c) If the site or application already exists, what is the existing URL?

    d) Who is your website's target audience? Check all that apply.

        ☐ Patients
        ☐ Providers (Non-IHS)
        ☐ IHS Employees
        ☐ Organizations (Tribes, Government, Private Sector)
        ☐ Other:

    e) What is the general function or purpose of your web site or application?

    f) Do you have any additional comments? If your request does not specifically require web site or web application development work, please provide details of your request here.

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Your form will be reviewed by the IHS Web Services Manager for consideration and priority determination.

If you are requesting a web application, please note that once this form is approved and an application developer is assigned, a detailed requirements document must be completed. The creation of the requirements document is a collaborative effort between the customer and the developer. Functionality not listed in the requirements document will not be developed, and must be submitted with an additional WSRF for a new version release. In addition, development work cannot begin without submitting the completed requirements document to the Web Services Manager.

Once your request is approved & assigned, lapse of content manager involvement for a period of 15 days or more, will result in the cancellation of your WSRF by the Web Services Manager.

All web sites must comply with HHS, IHS, 508 and industry usability standards before being put into production.