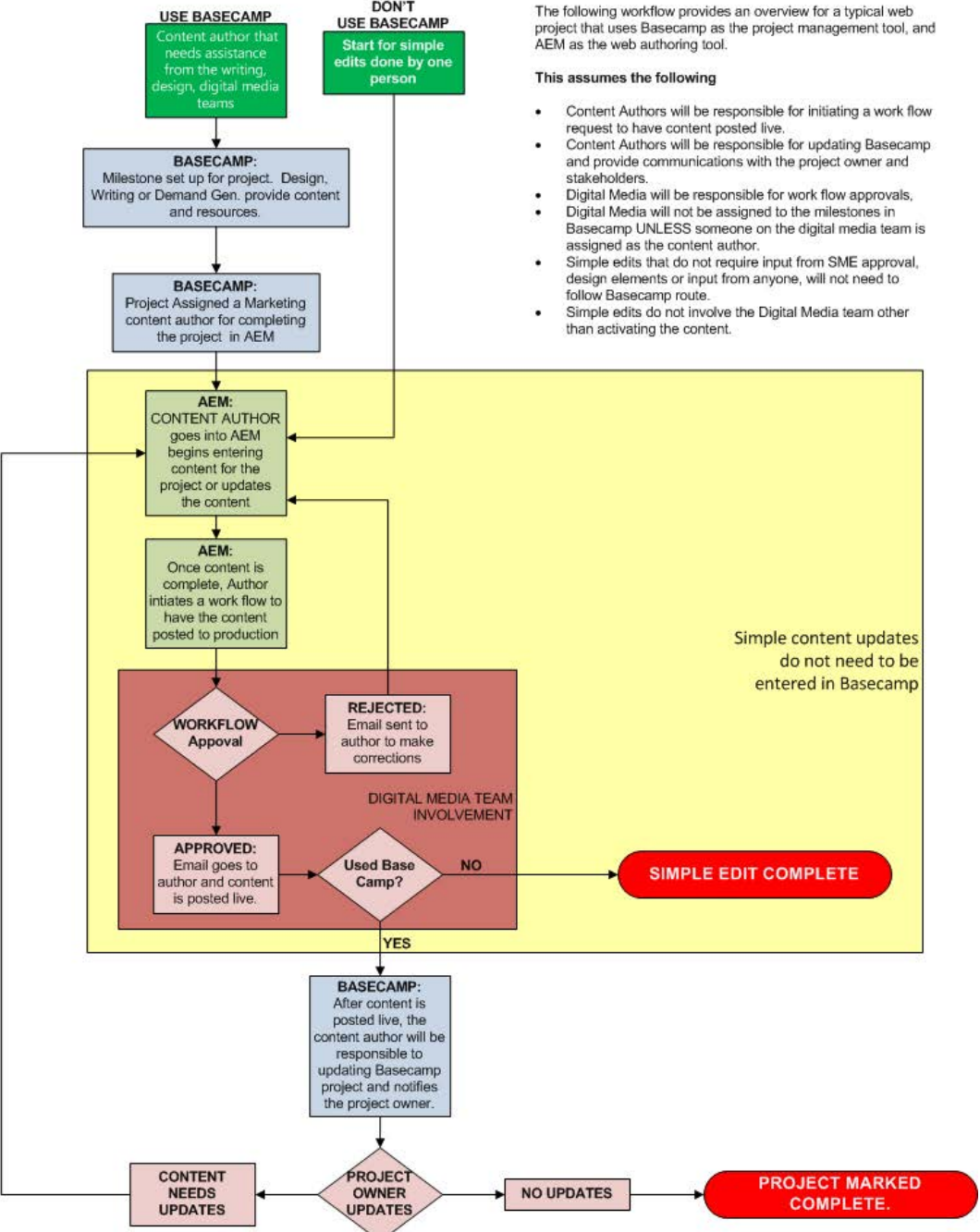




Basecamp

Conducting content review cycle, how it works in Basecamp

BASECAMP – AEM Process workflow



The following workflow provides an overview for a typical web project that uses Basecamp as the project management tool, and AEM as the web authoring tool.

This assumes the following

- Content Authors will be responsible for initiating a work flow request to have content posted live.
- Content Authors will be responsible for updating Basecamp and provide communications with the project owner and stakeholders.
- Digital Media will be responsible for work flow approvals.
- Digital Media will not be assigned to the milestones in Basecamp UNLESS someone on the digital media team is assigned as the content author.
- Simple edits that do not require input from SME approval, design elements or input from anyone, will not need to follow Basecamp route.
- Simple edits do not involve the Digital Media team other than activating the content.

Simple content updates do not need to be entered in Basecamp




We're here to help.

The Digital Media team will assist in any content author task if the marketer needs help.

However,

the goal is that content authors do most of the authoring that is needed.



Examples of content that would require the Digital Media Team

- ▶ Global Nav updates
- ▶ Maps (Office Locations)
- ▶ Section Renaming, deleting or restructuring
- ▶ Taxonomy changes
- ▶ Form creation or updates
- ▶ Dynamic content such advance query lists.