

CHAPTER 16

FDOT INTRANET

PURPOSE:

To define the requirements that ~~employees of the Department~~ Florida Department of Transportation's (Ddepartment) workforce must follow ~~in order~~ to develop, publish, and maintain ~~Web pages information~~ on the Department's Intranet. These requirements include distributing information on the Intranet and implementing ~~Intranet~~ servers. The Department's Intranet is an internal network that consists of websites, SharePoint sites, and applications that are accessed through a single gateway Intranet homepage (<http://infonyet.dot.state.fl.us>).

AUTHORITY:

Sections 20.23(4)(a) and 334.048(3), Florida Statutes (F.S.)

SCOPE:

This procedure applies to all ~~of the~~ members of the Department's **workforce** ~~who using~~ Department agency workstations ~~to~~ connected to the Department's mainframe, Local Area Networks (LANs), Wide Area Network (WAN) or Remote Access ~~for~~ access to the Department's Intranet.

REFERENCES:

Chapter 8, Information Technology Resources User's Manual ~~of this Manual~~

SharePoint Governance Plan

Static Website Standards

Web Application Standards

TRAINING:

~~The Office Manager is responsible for ensuring that adequate training for the development, maintenance, and administration of District/Office Intranet servers and Web pages are provided. Listings of recommended training programs are available from the BSSO Manager.~~

16.1 ACCESS TO THE INTRANET

16.1.1 Access to the Intranet is available ~~for~~to all **workforce** with~~in~~ the Department who have ~~been~~ approved ~~to~~ access to the Department's computer network resources. Users should contact the appropriate Service Desk, or ~~Technology-District IT Services and Support Manager (TSSM)~~ to determine if they have the proper network connection and software.

16.1.2 The Department's Intranet ~~gatewayhomepage~~ can be accessed at the following address using a standard browser: <http://infonyet.dot.state.fl.us>.

16.1.3 Some Intranet pages may require the use of plug-ins. These plug-ins are available on the "~~DownloadPlugins~~" page on~~f~~ the ~~Infonyetinternet~~ and must be downloaded and installed on workstations. For assistance, contact the ~~appropriate Department~~ Service Desk or ~~appropriate~~ Department ~~M~~anager.

16.1.4 Access to certain SharePoint sites may require prior approval and/or a Microsoft Office license.

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16.2 ESTABLISHING AN INTRANET SERVER

16.2.1 INTRANET SERVERS

Office ~~M~~anagers ~~of offices who~~ establishing ~~D~~istrict/~~O~~ffice Intranet ~~S~~servers, or ~~TSSMs~~~~District IT Services Managers~~/CADD Managers where local procedures apply, maintain ownership of their systems and are responsible for ensuring the maintenance of the hardware and software for their servers. This includes, but is not limited to, backup, file management, security management, system and application software installation and upgrades, and monitoring.

16.2.2

Office ~~M~~anagers must coordinate with the ~~District IT Services Managers~~~~TSSM~~ prior to purchasing or implementing Intranet ~~websites, SharePoint sites or application technologies~~.

Offices that ~~initially~~ cannot purchase, establish, or maintain an Intranet ~~website, SharePoint site or application~~ server or offices whose ~~Intranet~~ content is limited can request to house their ~~Web pages/sites on the~~ ~~P~~primary ~~Intranet S~~server through coordination with ~~OIS~~~~the Office of Information Technology (OIT)~~.

16.3 CONNECTIONG TO THE INTRANET

16.3.1 All Intranet servers on the Department's internal network must use the TCP/IP network protocol.

16.3.2 All District and Central Office ~~Intranet~~ web, SharePoint and application environments shall be linked to the Primary Intranet Server homepage.

16.3.3 Unauthorized access to the information on the Department's Intranet servers through the firewall from the public World Wide Web (WWW) is prohibited.

16.3.4 The administration of the Primary Intranet Server is the responsibility of ~~the ISOIT~~. District/Office Intranet servers are the responsibility of the respective District IT Services Manager/TSSM.

16.4 DEVELOPING AND PUBLISHING WEB PAGES, SHAREPOINT SITES AND APPLICATIONS ON THE INTRANET

16.4.1 ~~Pursuant to content developed by outsourced resources belonging to the department, Business Offices~~ are responsible for the content and administration of their web, SharePoint and application pages.

~~Training opportunities may be available via training and development managers Statewide. The Web Master will provide offices with information on available training available and limited support for Web development. SharePoint site owners and the FDOT Service Desk are the first line of contact for users with questions and problems concerning a SharePoint environment. Web pages Site and Web application development may also be outsourced. The Department's standards and procedures for developing and publishing web pages, SharePoint sites and applications applies to all Web page development regardless of sourcing.~~

16.4.2 Websites, SharePoint sites and application pages within the production environment of ~~District/Office Intranet Servers~~ or the ~~Primary Server~~ shall be connected to the DOT Department's Infonet Homepage.

16.54.3 INTRANET DEVELOPMENT PROCESS

16.54.3.1 All authoring and development of Intranet website content shall take place in

an environment that is separate from the production environment. This configuration is necessary to ensure development activities do not interfere with production files. For ~~more~~additional information on authoring and development of Intranet ~~C~~content, ~~look~~undervisit the "Infonet Help Application/Web Development Development Standards" link on the ~~DOT Department's~~ Infonet Internet Home Page site (<http://infonet.dot.state.fl.us>).

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16.54.3.2 Testing of Intranet Web Pages

Before publishing Intranet ~~w~~Web pages in the production environment, the ~~O~~Office ~~M~~anager is responsible for ensuring that the content is properly tested. This includes validation of links and graphics, compliance to standards, and verification of desired functionality (scripting, database queries, etc.).

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16.54.3.3 -All ~~W~~web pages~~sites~~, SharePoint sites and ~~W~~eb-applications published in the production environment must adhere to the Department's Intranet standards.

16.54.3.4 Connecting to Other Functional Owners' Intranet Web Pages

Offices ~~which~~that have organizational and/or functional ownership of Department information must be consulted before ~~W~~webs~~ites~~, SharePoint sites or application pages using that information are published. For example, the Forms and Procedures Office ~~has~~ responsibilityresponsible for all official Department-~~wide~~ procedures, manuals, and forms and will provide Intranet access to these documents. Offices are permitted to connect to these official documents or to other offices' pages through hyperlinks. ~~Generation of~~ Recreating official documents ~~other than through links~~ is prohibited.

16.56 RESPONSIBILITY FOR INTRANET SERVERSSITES, SHAREPOINT SITES AND WEB PAGES

16.65.1 The ~~O~~Office ~~M~~anager is responsible and accountable for ensuring proper content and function of their respective offices' Intranet ~~w~~Web, SharePoint and application pages. -Proper content and function includes, but is not limited to the following:

- (A) ~~W~~eb page ~~c~~Content must be professional, accurate, appropriate, and use proper grammar, spelling and punctuation.

- (B) ~~Web p~~Pages must function properly within all Department standard browsers.
- (C) Web pages must be properly tested before being moved into the ~~w~~Web ~~S~~server production environment. This includes verification of links and graphics, compliance to standards, and verification of desired functionality (scripting, database queries etc.).
- (D) Coordination with other ~~O~~office ~~M~~managers is required when using information or documents that are functionally or organizationally owned by other ~~O~~offices within the Department (for purposes other than links to other ~~O~~offices' ~~w~~Web pages).
- (E) All production ~~w~~Web, SharePoint and application pages must provide a contact person who is responsible for assisting users of the ~~Web~~ pages, as requested. This may be provided by a connection from the ~~Web~~ site to comment pages that are monitored by the ~~Web~~ author or by displaying a contact name and user id on the ~~Web~~ pages. The ~~Web~~ author and any authorized delegates must be registered with the ~~Department's~~ ~~O~~ffice ~~w~~Web ~~m~~Master at the time of implementation of new ~~Web~~ sites, and any future requests to the ~~w~~Web ~~m~~Master must be made by the ~~w~~Web author, authorized delegates, or the Office Manager.
- (F) All copyrights and rights of licensing must be adhered to in the use of material on the ~~I~~ntranet. Under no circumstances shall the ~~I~~ntranet be used for games, other forms of electronic entertainment, or for personal or private use.
- (G) Web pages shall not represent the personal opinions of staff.
- (H) The ~~O~~ffice ~~M~~anager is responsible and accountable for ensuring that information on their office Intranet ~~W~~website, SharePoint pagesite or application is properly maintained. This includes updating or removing outdated material and having procedures in place for maintaining their Intranet content. Intranet ~~w~~Web, -SharePoint and application pages should be updated as appropriate to the material.
- (I) ~~(I)~~ —Websites, -SharePoint pagesites and applications must not require the use of plug-ins that are not available on the ~~Infonet Download internet Plugins~~ page. Requests for new plug-ins can be coordinated with the

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~~wWebm~~Master. Any plug-ins adopted as a standard, according to **Chapter 8, Information Technology Resource Standards of this Manual** will be added to the ~~Download Plugins~~ page and then made available for use by Department ~~wWeb~~ and ~~SharePoint~~ ~~pages~~sites.

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TRAINING:

~~The Office Mmanager is responsible for ensuring that adequate training for the development, maintenance, and administration of Ddistrict/Ooffice Intranet servers and Wwebsites. SharePoint sites and applications pages are provided.~~

~~Listings of recommended training programs are available from the Application Services Manager.~~ **FORMS:**

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~~None required.~~ All I; intranet sites must be registered with the Department's ~~wWebm~~ ~~Master~~.

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