

## **Web Content Management System Standard**

### **Introduction**

This standard ensures the enterprise website content management system platform, Adobe Experience Manager, or AEM, is utilized by state personnel and vendors in a standardized way that conforms to state security, branding, development and design policies.

### **Purpose**

The purpose of this standard is to describe the state standard for using AEM. The goal of this document is to control costs, reduce technical debt, maintain security and enhance the state's ability to support websites. Developing on common tools and platforms creates a shared context for understanding state information and communication between citizens and government.

### **Definitions**

AEM – Adobe Experience Manager. Web content management software.

### **Standard**

AEM is the web platform of priority for state use. Other platforms may be considered by OMES IS on a case-by-case basis.

Proper use of environments (production, stage, QA, development) must be utilized according to OMES IS software development standards.

Custom development must use designated state code repositories and follow proper code escalation and OMES IS change management policies when deploying to the environments.

All sites must adhere to the state-issued brand design and any modifications to AEM design templates must be reviewed by OMES IS.

All sites on platform must use the official Oklahoma web domain ([Oklahoma.gov](http://Oklahoma.gov)) and URLs on platform. Ok.gov may be used for vanity marketing, which must be redirected to a resolved platform URL (e.g. projects.ok.gov to Oklahoma.gov/projects).

Any submission of data using integrated or embedded forms must adhere to strict security protocols and data privacy policies for transmitting for the type of data submitted.

All platform users must be properly provisioned through an AEM user provisioning request and be carried out by OMES IS security provisioning.

Each AEM site must be registered with OMES IS. Each site must have designated agency sponsors for the responsibility of registering users and authors.

It is the responsibility of each agency to maintain accurate, up-to-date website information for their agency's website.

## Compliance

This standard shall take effect upon publication and is made pursuant to Title 62 O.S. §§ 34.11.1 and 34.12 and Title 62 O.S. § 35.8. OMES IS may amend and publish the amended standards policies and standards at any time. Compliance is expected with all published policies and standards, and any published amendments thereof. Employees found in violation of this standard may be subject to disciplinary action, up to and including termination.

## Rationale

To coordinate and require central approval of state agency information technology purchases and projects to enable the chief information officer to assess the needs and capabilities of state agencies as well as streamline and consolidate systems to ensure that the state delivers essential public services to its citizens in the most efficient manner at the lowest possible cost to taxpayers.

## References

- [State of Oklahoma branding guidelines.](#)
- [Web accessibility statutes.](#)

## Revision history

This standard is subject to periodic review to ensure relevancy.

<b>Effective date:</b> 05/06/2022	<b>Review cycle:</b> Annual
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