Web Request Workflow

Does the request fall within the outlined web editor responsibilities?

— YES → **Web editor executes the request**

— NO ↓

Submit a web request

I had a problem ⇢ (to Submit a web request)

Web team evaluates request. Does it fall within brand standards? Can it be accommodated with current staff and resources?

— YES → **Refine to meet best practices and execute. The result is routed to the requestor. Are they satisfied?**

— NO ↓

Share feedback with request submitter. Can the request be updated to accommodate feedback?

— YES → (back to Web team evaluates request)

— NO ↓

Appeal shared with executive director of marketing and dean/director. Can the request be updated to accommodate feedback?

— YES → (to Refine to meet best practices and execute...)

— NO → **The request is denied.**

Refine to meet best practices and execute. The result is routed to the requestor. Are they satisfied?

— YES → **The request is complete.**