<u>MEMORANDUM</u>

SUBJECT: Decision Memorandum on Web Executive Board (WEB) Recommendation

FROM: Arnold E. Layne, Director
             Co-Chair Web Executive Board (WEB)
             Office of Information Analysis and Access
             Office of Environmental Information

             Roxanne Smith, Principal Deputy Associate Administrator
             Co-Chair Web Executive Board (WEB)
             Office of External Affairs and Environmental Education

THRU: Renee P. Wynn, Acting Assistant Administrator for Environmental Information
             and Acting Chief Information Officer
             Office of Environmental Information

TO: Bob Perciasepe
             Deputy Administrator

The purpose of this memorandum is to seek your approval of the recommendation made by the Web Executive Board (WEB) during the meeting held on April 3, 2014. The Board recommends extending the completion date for One EPA Web content transformation by one year to September 30, 2015.

Details of the request are provided in the attachment. If you have questions, please let me know.

Attachment

cc: Web Executive Board
     Senior Information Officials
     Web Council
     Public Affairs Directors
     Communications Directors

Recommendation to Extend Date for Completing
One EPA Web Content Transformation to September 30, 2015

Issue:

The Web Executive Board (WEB) recommends extending the date for completing One EPA Web content transformation from September 30, 2014, to September 30, 2015. Adding a year to the original deadline established in the Deputy Administrator's November 1, 2012, memorandum, "Fully Implementing One EPA Web," is necessary due to several contributing factors, including sequestration and limited resources and staff available for Web responsibilities.

This recommendation came as a result of meeting with all program and regional offices to assess their progress and to discuss their ability to meet the 2014 date. Significant progress has been made in improving EPA's website since project inception and updated sites continue to be published. During the progress reviews, it became clear that additional time was needed to complete topics identified in the Web Plan.

Impact:

The impacts of extending the completion date include both content and infrastructure elements. The overall quality of www.epa.gov will be diminished until all content can be transformed into the content management system; the user experience will continue to be affected with the mix of templates across the site. OEI will need to maintain legacy Web infrastructure an additional year, although that cost will be reduced with the retirement of some legacy content management tools.

The challenge in extending the completion date is maintaining the momentum. The Web Executive Board (WEB) recognizes the notable work that has been accomplished so far by organizations that have been working toward the original date, but also recognizes the competing priorities that have slowed progress. The subject matter expertise of federal staff is the greatest constraint for content development and review. Their expertise is also the factor that contributes the most to high quality content on our website.

Substantial content transformation work remains in order to fully realize One EPA Web. Communicating the priority of this work to the programs and regions will both recognize our progress and encourage completing the task by September 30, 2015.

To support EPA organizations in meeting the extended due date, OEI and OEAEE will continue to provide training, consultation, and detailed instructions with checklists. Progress on publishing topics in the Web Plan is being monitored continuously with Web Plan updates by organization being communicated every six months to Web Executive Board members, as well as Public Affairs and Communications Directors.

Web Executive Board Recommendation: Approval

[✓] Concur

[   ] Non-concur

Renee P. Wynn _____

Renee P. Wynn
Acting Assistant Administrator and Acting Chief Information Office
Office of Environmental Information

5/8/14
Date

[✗] Concur

[   ] Non-concur   _Bob Perciasepe_ _____

Bob Perciasepe
Deputy Administrator

5/12/2014
Date