User requirement specification (URS)

User requirement specification for the revamping of the Internet website of the Department of Arts and Culture (DAC)

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Notice

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Approval

The signatories hereof, being duly authorised thereto, by their signatures hereto authorise the execution of the work detailed herein, or confirm their acceptance of the contents hereof and authorise the implementation/adoption thereof, as the case may be, for and on behalf of the parties represented by them.

SITA approval

[Signatures and dates]

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Date

Date

Date

Date

Date

Date
Foreword

The URS will formalise the user requirements for the DAC Internet website as part of the Revamp of the Websites for DAC project.

References

a) 1462-00001: September 2011, Project charter and plan for the Revamp of the Websites in the Department of Arts and Culture project.
b) DAC05/001: May 2011, Business case for the development, redesign, revamp and implementation of a website content management system for the Department of Arts and Culture.
c) Draft Information Systems security policy for Department of Arts and Culture.
d) eARTS-0001: 1 May 2010, Backup policy for the Department of Arts and Culture.
e) eARTS-00016: May 2010, IT continuity and disaster recovery plan for the Department of Arts and Culture.

NOTE The latest revision of a document applies.

Amendment history

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1. Introduction

The DAC is a government department that exists to serve the public of South Africa in the arts, culture and heritage sector. DAC is tasked to create an environment conducive to the growth, development and flowering of the arts, culture and heritage landscape of South Africa. Among its key objectives are the improvement, reorientation and expansion of the arts and culture sector to serve the cultural needs of South Africa. DAC is mandated in accordance with National Archives and Records Service of South Africa Act to ensure proper management and care of all public records.

DAC requested THE State Information Technology Agency (SITA) to revamp the Internet website. This document will outline the refined user and business requirements. These requirements are written from a business perspective so that agreement can be reached on the requirements that should be met.

The composition of the content is a detailed site map of the DAC Internet website; it forms part of the URS. The composition of the content will serve as reference to both the static and dynamic pages.

2. Background

The current DAC Internet website was developed five years ago to provide comprehensive information to the public and stakeholders. The website now proves to be limiting and frustrating in as far as its flexibility to update is concerned. The website is not up to modern website standards, both from an aesthetic perspective and, more importantly, from a structure and functionality perspective.

The DAC has an existing website that can be accessed on www.dac.gov.za, which does not fully comply with the modern website functionalities. DAC seeks the revamp of the websites with the powerful web-based Content Management System (CMS) in the back-end.

The current website is maintained by DAC and hosted at SITA. The technology used to develop the current website is Hyper Text Mark-up Language (HTML).

DAC approached SITA with the challenges experienced daily on the existing website. Currently the website is not effective for the organisation due to the challenges faced daily.

Several meetings were held between SITA and DAC to discuss the proposed websites. Furthermore a resolution was made that workshops would be arranged to determine the scope, problems and requirements of the proposed websites that need to be revamped.

Various sessions were held at DAC offices with the aim of understanding the proceedings and processes in the DAC environment.

The URS must highlight the shortcomings of the existing websites, as well as the revamping requirements with regard to website.

3. Business objectives

The business objectives of the DAC Internet are to

a) conduct a needs analysis for a goal-oriented website and to provide a URS to DAC,
b) design and develop a CMS to allow for dynamic updating of the Internet as well as the look and feel of the website,
c) interact with and report and transfer skills to the web management team, and
d) provide a user manual on how to use the system for different levels of users such as administrators and content editors.
4. **Business challenges**

The current website has become largely unsuitable to the needs of DAC stakeholders as well as the public. The challenges to address are as follows:

a) the current system lacks structured functionality, is not user-friendly and not interactive;
b) difficulties in modifying and adding latest content and information to the website,
c) it is time consuming to update the website, as each page is a separate document and there is no database on which it is drawn. What this means functionally is that when one updates a page, the entire site must be edited,
d) content becomes stagnant as expired content or documents need to be deleted or achieved manually,
e) no functionality exists to allow units and officials in provincial art centres to manage their content, and
f) the current system lacks e-government or e-commerce facilities; clients cannot apply for services rendered by the department online to speed up service delivery.

5. **Project scope**

5.1 **Technology platform architecture and infrastructure**

The architecture and infrastructure need to be confirmed during the next phase of the project – architecture and infrastructure planning (AIP).

The website needs to be accessible from the following browser platforms:

a) Internet Explorer 5.0 and later versions;
b) Mozilla Firefox;
c) Google Chrome; and
d) Safari.

5.2 **Hosting, maintenance and support**

The hosting, maintenance and support requirements are listed below.

a) SITA must provide hosting of the DAC Internet website.
b) SITA must support services for the DAC Internet website.
c) SITA must maintain the application and scripts of the DAC Internet website;
d) DAC must maintain the content of the DAC Internet website;
e) SITA must provide training to maintain content on the DAC Internet website.

5.3 **Stakeholders**

5.3.1 **Internal stakeholders**

DAC and DAC business units

5.3.2 **External stakeholders**

a) Public
b) Local and international audiences
c) SITA.

5.4 **Organisational structure**

A high-level view of the major organisational units/functions included in the proposed system is presented in figure 1.
5.5 Exclusions
The revamp and redesign of the social cohesion portal is excluded.

5.6 Dependences
DAC needs to provide SITA with the following when the website development commences:

a) the images and banners of the website;
b) the new content that is required;
c) the Mzansi Golden Economy and Social Cohesion website pages; and
d) the uniform resource locator (URL) for social networks.

5.7 Composition of content
The website will be made up of the static and dynamic content below.

1) Home
2) About Us
   • Overview
   • Mandate
   • Organogram
3) Leadership
• Minister
• Deputy Minister
• Director-General
• Deputy Director-Generals

4) Public entities
5) Media centre
• Media Registration (e-form)
• Media Releases
• Speeches
  o Minister
  o Deputy Minister
  o Director-General
• Articles
• Parliamentary questions and answers (Q&As)
• E-newsletters
• Events
• Webcasting

6) Contact Us
7) Select Language
8) Branches
• Arts, Culture, Promotional Development
• Cultural Heritage and Preservation
• Cultural Development and International Relations
• Corporate Services and Governance

9) Procurement (online service)
• Advertised Tenders
• Awarded Tenders
• Received Tenders
• Cancelled Tenders
• E-forms

10) Supplier Registration
11) Resource Centre
• Annual Reports
• Strategic Plans
• Policy Documents
• Documents for Public Comment
• Publications
• Legislation
  o Acts
  o Bills
  o White Papers
  o Green Papers
• National Symbols and Orders
• Forms

12) Projects/Programmes
13) E-forms
• Events Invitations and RSVPs (répondez s'il vous plaît; please reply)
• Media Registration
• Supplier Database

14) Maps
• Museums
• Heritage Sites
• Arts Institutions
  o Community Arts Centres
  o Playhouses
  o Theatres
This document must be structured according to the above-mentioned dynamic and static pages. Each page must describe the view that will be displayed on the website or screen display, as well as the content that will be captured. The business rules must detail the functionality that will be built into the system in order for the system to adhere to certain business processes and validations.
6. **General business rules**
The business rules outlined below may be applied to all pages.

6.1 **Documents**

a) Multiple documents may be uploaded.

b) The DAC must allow for the media formats such as but not limited to the following:
   i) Adobe Acrobat (portable document format [PDF]);
   ii) Joint Photographic Experts Group (JPEG);
   iii) Graphics Interchange Format (GIF);
   iv) HTML; and
   v) Motion Picture Experts Group (MPEG);
   vi) MP3; and
   vii) Audio.

6.2 **Publishing**
The publishing of the content need to adhere to the following:

a) all content on the website must be approved before being displayed on the site;

b) the approval function must only be available at administrator level; and

c) the publishing of the content on the website depends on the approval of the content.

6.3 **Audit**
The system must automatically keep record of the following:

a) who captured the content;

b) the date on which the content was captured;

c) who approved the content for publishing;

d) the date on which the content was approved for publishing; and

e) the page must offer **Add**, **Edit**, **Update** and **Delete** functions.

6.4 **Archive**
The following archival business rules apply:

a) the archive date must be used to determine when the status of the content (with all its associated documents/media formats) changes to archive. When the content is archived, it must appear on the Archive tab on the respective page on the website;

b) all content must be archived individually, and

c) the archive can be reversed if the content needs to be readily available.

6.5 **Links**
The following business rules apply to links:

a) the links for the website must be visible on mouse over; and

b) a visited link must maintain its original colour.

6.6 **Departmental corporate colours**
The departmental corporate colours are as follows:

a) the website must be designed according to the DAC corporate identity which is CMYK: 0C, 87M, 85Y, 64K/ RGB - R83, G26, B23/PANTONE: 188C and CMYK: 0C, 11M, 63Y, 15K/ RGB - R216, G168, B81/PANTONE: 127C;

b) the primary colour in the design process being CMYK: 0C, 11M, 63Y, 15K/ RGB - R216, G168, B81/PANTONE: 127C; and

c) the secondary colour in the design process being CMYK: 0C, 87M, 85Y, 64K/ RGB - R83, G26, B23/PANTONE: 188C.
6.7 Maintenance modules
The values of all drop-down lists may be managed in the maintenance module. The following lists may be maintained:
a) About Us;
b) Leadership;
c) Media Centre;
d) Branches;
e) Procurement;
f) Resource Centre;
g) E-forms;
h) Maps;
i) Careers@DAC; and
j) Discussion Forum.

6.8 Breadcrumbs
The pages of the website must have breadcrumbs, e.g. if the page displays the organisational structure (home>>About Us>>Organisational Structure), to go back the user must click on about us, home or the back button of the website.

7. Top banner
The top banner must display on all the pages of the website. The administrator must be able to make changes to the top banner. The aspects below must appear on the top banner.
a) Department corporate logo
   i) The logo must be placed on the left-hand side of the top banner against the white background in accordance with the Government Communication and Information System (GCIS).
   ii) The logo must be approximately 236 x 93 pixels in size.
   iii) The department must supply SITA with the logo.
b) Department message
   i) The department message must be placed between the departmental corporate logo and the South African flag on the top banner.
   ii) The department message must be in bold letters, i.e. Mzansi’s Golden Economy.
c) South African flag
   i) The flag must be placed on the right side of the top banner against the white background in accordance with GCIS.
   ii) The logo must be approximately 160 x 107 in size.
   iii) The department must supply SITA with the SA flag.

8. Top navigation menu
The top navigation (horizontal menu) must be accessed from all the pages of the website. Some of the navigation links must contain the drop-down horizontal submenus. The top navigation must consist of the following links:
a) Home;
b) About Us;
c) Leadership;
d) Public Entities;
e) Media Centre;
f) Contact Us; and
g) Select Language.
8.1 Home
The home page must be a landing page. The home page must be accessed from all the pages of the website from the top navigation menu by clicking on the Home link. The home page will display the centre of the home page, top navigation menu, left navigation menu, right menu bar and bottom banner.

8.1.1 Centre of the home page
The centre of the home page must consist of the Background Banner, Slide Image Show, Latest News, What’s On, Highlights, Photo Gallery, Videos, Audio/Interview, Quick Links, Talk to Principals and Services.

8.1.2 Background banner
The background banner must be on the centre of the home page below the top navigation menu. The banner must be a static art or design and part of the slide image show that portrays the departmental corporate image.

8.1.3 Slide image show
The slide image show must be part of the background banner. The slide show must display six rotating images that represent the DAC core business with captions, e.g. language, film, dance, music, social cohesion and craft.

8.1.4 Latest News
The Latest News must be accessible from the centre of the home page. The Latest News must be dynamic modules.
- There must be at least three news items under the latest news tag.
- The news items must have an image that relates to the story in the grey area.

Table: Latest News

<table>
<thead>
<tr>
<th>Image</th>
<th>Latest News</th>
</tr>
</thead>
</table>
| ![Minister Mashatile opens the Thuthuka Jewellery Exhibition and hosts the Thuthuka Awards](image1) | Minister Mashatile opens the Thuthuka Jewellery Exhibition and hosts the Thuthuka Awards  
The Thuthuka Jewellery & Product Development Skills Programme is a partnership between the Department of Arts and Culture and various jewellery design schools.  
18 October 2011 |
| ![Thuthuka Awards](image2) | Thuthuka Awards  
The Thuthuka Jewellery & Product Development Skills Programme is a partnership between the Department of Arts and Culture and various jewellery design schools.  
16 October 2011 |

DAC Latest Programmes
The Thuthuka Jewellery and Product Development Skills Programme is a partnership between the Department of Arts and Culture and various jewellery design schools.  
16 February 2012

Figure 2 - Latest News

When the title link is clicked, the detailed story must display on a new page. The image related to the story must display on the image block provided.

In case of no image related to the story, the image block must not display and the story must fill the image and story blocks.

8.1.5 What’s On and Highlights block
What’s On and highlights must be accessible from the centre of the home page. What’s On and Highlights must be dynamic modules.
- There must be at least five items on the What’s On and Highlights boxes.
- The items must be in a bulletin format.
The What’s On and Highlight block must display as in the table below.

Table 1 - What’s On and Highlights block

<table>
<thead>
<tr>
<th>What’s On</th>
<th>Highlights</th>
<th></th>
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<tbody>
<tr>
<td>• Thuthuka Exhibition</td>
<td>• Arts Festival</td>
<td></td>
</tr>
<tr>
<td>• Thuthuka Jewellery</td>
<td>• Arts Festival</td>
<td></td>
</tr>
</tbody>
</table>

When the items link is clicked, the detailed news story must display on a new page.

8.1.6 Photo Gallery, Videos, Audio/Interview block

Photo Gallery, Videos, Audio/Interview must be accessed from the centre of the home page. The Photo Gallery, Videos, Audio/Interview must be a dynamic module in three different blocks.

The Photo Gallery, Videos, Audio/Interview must display as illustrated in the figure below.

8.1.6.1 Photo Gallery

The Photo Gallery must be a slide show of images. When the image is clicked, the image and caption for each event must display on a new page.

The Photo Gallery page must display as illustrated in the figure below.
Freedom day

Working together to unite the nation, promote democracy and protect freedom

Government calls on all South Africans to join in celebrating national Freedom Day at the Union Buildings in Pretoria on Wednesday 27 April 2011. This day commemorates the first democratic elections held in South Africa on 27 April 1994 and is celebrated annually as a reminder of the struggle for a free and just South Africa. This year, we celebrate 17 years of freedom and democracy in South Africa and the achievements we have made as a nation.

The detailed information shall display here.

Figure 4 – Photo Gallery

When the image is clicked, it must open a new page with more images (if any) related to the event.

The related image with caption must display horizontally underneath the enlarged image with the clickable << (previous page) and >> (next page) signs, e.g. <<horizontal raw of images>>.

The archived/past photo gallery must be categorised by year. When the year or archive link is clicked, the photo gallery must be categorised by month.

8.1.6.2 Video

The Video must have an image of the recent video showed by a video icon. When the Image/Video link or icon is clicked, the video must play on a new page. The past/archived videos link must be on the page of the recent playing video.

8.1.6.3 Audio/Interview

Audio/Interview must have an image of the recent audio/interview. When the Audio/Interview link or icon is clicked, the audio/interview must play on a new page. The past/archived audio/interview link must be on the page of the recent playing audio/interview.
8.1.7 Quick Links, Talk to Principals and Services block

The Quick Links, Talk to Principals and Services block must be accessible from the centre of home page.

The Quick Links must have more accessible and useful links, e.g. database or geographical names links. There must be at least five links under the Quick Links bar.

Talk to Principal must be accessible from the centre of home page. The user must be able to write/talk to the minister, deputy minister and director-general.

Quick Links must display as tabled below.

<table>
<thead>
<tr>
<th>Quick Links</th>
<th>Talk to Principals</th>
<th>Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Geographical Names</td>
<td>Minister Paul Mashatile</td>
<td>Subscribe to e-Newsletter</td>
</tr>
<tr>
<td>Provincial Departments</td>
<td>Deputy Minister Phaahla</td>
<td>SMS Alert</td>
</tr>
<tr>
<td>Departmental Databases</td>
<td>Director-General Joe Phaahla</td>
<td>E-mail Alert</td>
</tr>
<tr>
<td>NARSSA Website</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

8.1.7.1 Quick Links

When each of the Quick Links link is clicked, the website of the quick link must display on a new page. On mouse over the link, a pop-up message must display to notify the user that the page is redirected to another website.

8.1.7.2 Talk to Principals

When each of the Talk to Principal links is clicked, e.g. Minister Paul Mashatile, an e-mail page with the e-mail address of the minister must display on the same page. The user must be able to send the e-mail to the minister.

8.1.7.3 Services

When each of the Services link is clicked, e.g. Subscribe to e-Newsletter, the dynamic module of the e-Newsletter must display. The display must have the latest version picture of the newsletter. The users must be able to subscribe to or unsubscribe from the e-Newsletter.

The e-Newsletter must display as tabled below.

<table>
<thead>
<tr>
<th>e-Newsletter</th>
<th>Latest version Picture</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>o</td>
</tr>
<tr>
<td></td>
<td></td>
<td>o</td>
</tr>
</tbody>
</table>

Figure 5 - e-Newsletter

The user must enter the e-mail address in the space provided and select the radio button to subscribe to or unsubscribe from the newsletter.

8.2 About Us

About Us must be accessed from all the website pages at the top of the navigation menu on mouse over on the About Us link. THE ABOUT US link must drop down a horizontal submenu of which Overview, Mandate and Organisation Structure must be the available options. About Us must consist of static pages.
The About Us drop-down list must display as tabled below.

The breadcrumb must be **Home** >> **About us**.

### Table 3 - About Us

<table>
<thead>
<tr>
<th>Overview</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Mandate</td>
<td></td>
</tr>
<tr>
<td>Organogram</td>
<td></td>
</tr>
</tbody>
</table>

When one of the submenus is clicked, the detailed information must display on a new page.

#### 8.2.1 Overview

The Overview must be one of the About Us submenus. The overview must consist of the mission, vision and objectives of the DAC.

The breadcrumb must be **Home** >> **About us** >> **Overview**.

#### 8.2.2 Organogram

The Overview must be one of the About Us submenus. The organogram must display the major organisational units/functions including the picture, position and name.

The organogram must display as illustrated in the figure below.

The breadcrumb must be **Home** >> **About us** >> **Organogram**.

![Organogram](image)

**Figure 6 - Organogram**

When the picture or position or name is clicked, the profile must display on a new page as illustrated in the figure below.

### Profile

<table>
<thead>
<tr>
<th>Picture of Minister</th>
<th>Position &amp; name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsibilities</td>
<td>Text or content must display here.</td>
</tr>
<tr>
<td>Media Statements</td>
<td></td>
</tr>
<tr>
<td>Speeches</td>
<td></td>
</tr>
<tr>
<td>Parliamentary Q&amp;As</td>
<td></td>
</tr>
<tr>
<td>Budget Vote Address</td>
<td></td>
</tr>
<tr>
<td>Forums</td>
<td></td>
</tr>
<tr>
<td>DAC Profiles</td>
<td></td>
</tr>
<tr>
<td>Deputy Minister</td>
<td></td>
</tr>
<tr>
<td>Director-General</td>
<td></td>
</tr>
<tr>
<td>Deputy Director-General</td>
<td></td>
</tr>
</tbody>
</table>

![Profile](image)

**Figure 7 - Profile**

All pages must have a print or e-mail icon.

#### 8.3 Leadership

Leadership must be accessed from all the website pages at the top of the navigation menu on mouse over on the leadership link. The Leadership link must drop down a horizontal submenu.
of which Minister, Deputy Minister, Director-General and Deputy Director-Generals must be the available options. Leadership must consist of static pages and dynamic modules.

The Leadership drop-down list must display as tabled below.
The breadcrumb must be Home >> Leadership.

Table 4 - Leadership

<table>
<thead>
<tr>
<th></th>
<th>Minister</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Deputy Minister</td>
</tr>
<tr>
<td></td>
<td>Director-General</td>
</tr>
<tr>
<td></td>
<td>Deputy Director-Generals</td>
</tr>
</tbody>
</table>

When one of the submenus is clicked, e.g. Minister, a profile new page of the minister must display as illustrated in the figure below.

The breadcrumb must be Home >> Leadership >> Minister.

<table>
<thead>
<tr>
<th></th>
<th>Minister Paul Mashatile</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsibilities</td>
<td>Current Positions</td>
</tr>
<tr>
<td>Media Statements</td>
<td>Minister of Arts and Culture of the Republic of South Africa since 1 Nov 2010</td>
</tr>
<tr>
<td>Speeches</td>
<td>Personal</td>
</tr>
<tr>
<td>Parliamentary Q&amp;As</td>
<td>Date of Birth: 21 October 1961</td>
</tr>
<tr>
<td>Budget Vote Address</td>
<td>Positions</td>
</tr>
<tr>
<td></td>
<td>• Deputy Minister of Arts and Culture of the Republic of South Africa since 11 May 2009 - Oct 2010</td>
</tr>
<tr>
<td>Forums</td>
<td>• Gauteng MEC for Housing (1999-2004).</td>
</tr>
<tr>
<td>Director-General</td>
<td>Academic Qualifications</td>
</tr>
<tr>
<td>Deputy Director-Generals</td>
<td>Post Graduate Diploma in Economic Principles from University of London.</td>
</tr>
<tr>
<td></td>
<td>Career/Positions/Memberships/Other Activities</td>
</tr>
<tr>
<td></td>
<td>• Provincial Chairperson of African National Congress (ANC) in Gauteng Province since 2007.</td>
</tr>
<tr>
<td></td>
<td>• Member of the South African Communist Party (SACP).</td>
</tr>
<tr>
<td></td>
<td>• Member of the Congress of South African Students (Cosas).</td>
</tr>
<tr>
<td></td>
<td>• Founding member of the Alexandra Youth Congress in 1983.</td>
</tr>
<tr>
<td></td>
<td>• Co-founder of the South African Youth Congress (SAYCO).</td>
</tr>
<tr>
<td></td>
<td>• Participated in the co-ordination of the International Year of the Youth Campaign in 1985.</td>
</tr>
<tr>
<td></td>
<td>• Active member in the underground structures of the African National Congress (ANC) and South African Communist Party (SACP).</td>
</tr>
</tbody>
</table>

Figure 8 – Profile of minister
8.4 Public Entities

Public Entities static page must be accessed from all the website pages at the top of the navigation menu on mouse over on the public entities link. Public Entities must consist of the list of institutions reporting to the minister; a drop-down horizontal submenu of which Cultural, Promotional Development, Cultural Heritage and Preservation, Cultural Development and International Cooperation and Cooperate Services and Governance must be the available options.

The Public Entities drop-down must display as tabled below.

**Table 5 - Public Entities**

| Arts and Culture Organisations and Institutions |
| Cultural Villages |
| Libraries and Archives |
| Museums |

8.4.1 Arts and Cultural Organisations and Institutions

Arts and Culture Organisations and Institutions must be one of the Public Entities submenus. When Arts and Culture Organisations and Institutions is moused over, a drop-down horizontal submenu must display of which National Heritage Council, South African Heritage Resources Agency and South African Geographical Names Council must be the available options.

The Arts and Culture Organisations and Institutions must display on a single page, categorised by province.

The arts and culture organisation and institutions drop-down list must display as tabled below.

**Table 6 – Arts and culture organisations and institutions**

| National Heritage Council |
| South African Heritage Resources Agency |
| South African Geographical Names Council |
| National Arts Council of South Africa (NAC) |
| Business and Arts South Africa |
| Arts and Culture Trust |

When each of the organisation or institute links is clicked, e.g. National Heritage Council, it must display as tabled below.

The breadcrumb must be **Home >> Public Entities >> National Heritage Council**.

**Table 7 - National Heritage Council**

- Nature and logo of the organisation
- Name of CEO
- Contact name person at the institution
- Contact details such as telephone number, fax number and e-mail address
- Address (physical & postal)
- Website URL

All the Public Entities submenu links must display the same. Refer to paragraph 8.4.1.

8.5 Media centre

Media Centre must be accessed from all the website pages at the top of the navigation menu on mouse over on the Media Centre link. The Media Centre link must drop down a horizontal submenu of which Media Registration (e-Form), Media Releases, Speeches, Articles, Parliamentary Q&A, e-Newsletters, Events (commemorative, media briefings, consultative
meetings, departmental activities and exhibitions) and Webcasting (broadcasting online) must be the available options. Media Centre must have dynamic modules.

The Media Centre drop-down list must display as tabled below.

The breadcrumb must be **Home >> Media Centre**.

### Table 8 - Media Centre

<table>
<thead>
<tr>
<th>Media Registration</th>
<th>Media Releases</th>
<th>Speeches</th>
<th>Articles</th>
<th>Parliamentary Q&amp;A</th>
<th>e-Newsletters</th>
<th>Events</th>
<th>Webcasting</th>
</tr>
</thead>
</table>

When one of the submenus is clicked, the detailed information must display on a new page.

#### 8.5.1 Media Registration

The Media Registration must be one of the Media Centre drop-downs. Media Registration must allow the user to register on the website. (See annex B.)

#### 8.5.2 Media Releases

The Media Releases must be one of the Media Centre drop-down lists. The media release must automatically update once published. Old media releases must be automatically archived. Media releases must have tabs according to years and archive media releases. Media releases with the same topic or related topics must be grouped together.

When the Media Releases link is moused over, a drop-down horizontal submenu is displayed of which Minister, Deputy Minister and Director-General must be the available options.

The Media Releases drop-down list must display as tabled below.

The breadcrumb must be **Home >> Media Centre >> Media Releases**.

### Table 9 – Media Releases

<table>
<thead>
<tr>
<th>Minister</th>
<th>Deputy Minister</th>
<th>Director-General</th>
</tr>
</thead>
</table>

This must apply to the entire Media Releases submenu. When one of the drop-down submenus is clicked, e.g. **Minister**, it must display on a new page as illustrated in the figure below.

The Media Release must display as tabled below.

The breadcrumb must be **Home >> Media Centre >> Media Releases.**
The calendar must highlight the date of the media release.

The following shall be links:
- Biography/Profile
- Discussion
- Forum/Blogs
- Speeches
- Parliamentary Q&As

Number of Media Releases must display per page

<table>
<thead>
<tr>
<th>2011</th>
<th>2010</th>
<th>2009</th>
<th>Archive</th>
</tr>
</thead>
<tbody>
<tr>
<td>Image related to the media release, if any</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Deputy Minister Phaahla at Underwater Cultural Heritage Youth Development Programme
  This week we as a country celebrate Marine Week and the Department of Arts and Culture is marking this occasion together with the Department of
  **19 October 2009**

- Deputy Minister Phaahla at Underwater Cultural Heritage Youth Development Programme
  This week we as a country celebrate Marine Week and the Department of Arts and Culture is marking this occasion together with the Department of
  **25 October 2009**

**Figure 9 - Media Releases**

The image related to the story must display, if any. If the image belongs to a gallery it must have a link. When the image link is clicked, the gallery images must display as a slideshow.

When the Title/Description link is clicked, the detailed media release must display on a new page.

When the Links link is clicked, e.g. Biography/Profile, the detailed information must display on a new page.

**8.5.3 Speeches**

Speeches must be one of the Media Centre drop-down lists. Speeches must automatically update once published. Old speeches must be automatically archived. Speeches must have tabs according to years and archived speeches.

When the Speeches link is moused over, a drop-down horizontal submenu is displayed of which Minister, Deputy Minister and Director-General must be the available options.

The Speeches drop-down list must display as tabled below.

<table>
<thead>
<tr>
<th>Table 10 - Speeches</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minister</td>
</tr>
<tr>
<td>Deputy Minister</td>
</tr>
<tr>
<td>Director-General</td>
</tr>
</tbody>
</table>

This must apply to the entire Speeches submenu. When one of the drop-down submenus is clicked, e.g. **Minister**, it must display on a new page as illustrated in the figure below.

The breadcrumb must be **Home** >> **Media Centre** >> **Speeches** >> **Minister**.
The calendar must highlight the date of the media release.

The following must be Links:
- Biography/Profile
- Discussion
- Forum/Blogs
- Speeches
- Parliamentary Q&As

Number of Media Releases must display per page

<table>
<thead>
<tr>
<th>2011</th>
<th>2010</th>
<th>2009</th>
<th>Archive</th>
</tr>
</thead>
<tbody>
<tr>
<td>19 October 2009</td>
<td>Deputy Minister Phaahla at Underwater Cultural Heritage Youth Development Programme</td>
<td></td>
<td></td>
</tr>
<tr>
<td>This week we as a country celebrate Marine Week and the Department of Arts and Culture is marking this occasion together with the Department of</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| 25 October 2009 | Deputy Minister Phaahla at Underwater Cultural Heritage Youth Development Programme |
| This week we as a country celebrate Marine Week and the Department of Arts and Culture is marking this occasion together with the Department of |

E.G. 10

**Figure 10: Minister (Speeches)**

The image related to the story must display, if any. If the image belongs to a gallery it must have a link. When the Image link is clicked, the gallery images must display as a slideshow.

When the Title link is clicked, the detailed speech must display on a new page.

When the Links link is clicked, e.g. Biography/Profile, the detailed information must display on a new page.

**8.5.4 Articles**

The Articles must be one of the Media Centre drop-down lists. Articles must automatically update once published. Old article must be automatically archived. Articles must have tabs according to years and archived news articles. Articles with the same topic or related topics must be grouped together.

When the Articles link is moused over, a drop-down horizontal submenu is displayed of which Minister, Deputy Minister and Director-General must be the available options.

The Articles drop-down list must display as tabled below.

The breadcrumb must be **Home >> Media Centre >> Articles.**

<table>
<thead>
<tr>
<th>Table 11 - Articles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minister</td>
</tr>
<tr>
<td>Deputy Minister</td>
</tr>
<tr>
<td>Director-General</td>
</tr>
</tbody>
</table>

This must apply to the entire Articles submenu. When one of the drop-down submenus is clicked e.g. Minister, it must display on a new page as illustrated in the figure below,
Articles must display as tabled below.

The breadcrumb must be **Home** >> **Media Centre** >> **Articles**.

<table>
<thead>
<tr>
<th>Picture of Principal e.g. Deputy Minister</th>
<th>2011</th>
<th>2010</th>
<th>2009</th>
<th>Archive</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="calendar.png" alt="Calendar Image" /></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The calendar must highlight the date of the media release.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The following must be Links:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Biography/Profile</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discussion</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Forum/Blogs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Speeches</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parliamentary Q&amp;As</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of Media Releases must display per page</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E.G.10</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Figure 11 - Articles**

The image related to the story must display, if any. If the image belongs to a gallery it must have a link. When the Image link is clicked, the gallery images must display as a slideshow.

When the Title link is clicked, the detailed news article must display on a new page.

When the Links link, e.g. Biography/Profile, is clicked, detailed information must display on a new page.

**8.5.4.1 Archive**

When the Archive tab is clicked, the archive must display per descending order of the year. At least 20 items archived must display per page as tabled below.

The breadcrumb must be **Home** >> **Media Centre** >> **Archive**
Table 12 - Archive

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>22 October 2010</td>
<td>Deputy Minister Phaahla at Underwater Cultural Heritage Youth Development Programme</td>
</tr>
<tr>
<td>12 July 2010</td>
<td>Q 220 Programme to raise awareness of climate change and global warming</td>
</tr>
<tr>
<td>Deputy Minister</td>
<td>Deputy Minister Phaahla at Underwater Cultural Heritage Youth Development Programme</td>
</tr>
<tr>
<td>12 July 2010</td>
<td>Q 220 Programme to raise awareness of climate change and global warming</td>
</tr>
<tr>
<td>Director-General</td>
<td>Deputy Minister Phaahla at Underwater Cultural Heritage Youth Development Programme</td>
</tr>
<tr>
<td>12 July 2010</td>
<td>Q 220 Programme to raise awareness of climate change and global warming</td>
</tr>
</tbody>
</table>

When the Description link is clicked, the detailed archive news must display on a new page.

8.5.4.2 Business rules for archive

a) The system must not allow upper case titles.
b) The date must only be selected from the pop-up calendar.

8.5.5 Parliamentary Q&As

The Parliamentary Q&As must be one of the Media Centre drop-down lists. Parliamentary Q&As must automatically update once published, and old parliamentary Q&As must be automatically archived. The Parliamentary Q&As must display at least 20 items per page.

Parliamentary Q&As must be displayed as tabled below.

The breadcrumb must be Home >> Media Centre >> Parliamentary Q&As.

Table 13 - Parliamentary Q&As

<table>
<thead>
<tr>
<th>Date</th>
<th>Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>26 Oct 2011</td>
<td>Q 220 Programme to raise awareness of climate change and global warming</td>
</tr>
<tr>
<td>19 Sept 2011</td>
<td>Q 300 Programme to raise awareness of climate change</td>
</tr>
</tbody>
</table>

When the Question link is clicked, the answer must display without closing the question list, as tabled below.

Table 14 - Parliamentary Q&As

<table>
<thead>
<tr>
<th>Date</th>
<th>Questions and Answers</th>
</tr>
</thead>
<tbody>
<tr>
<td>26 Oct 2011</td>
<td>Q 220 Programme to raise awareness of climate change and global warming</td>
</tr>
</tbody>
</table>

Answer: For more information regarding funding for different disciplines within arts, culture and heritage sectors please contact the following institutions.

19 Sept 2011   | Q 300 Programme to raise awareness of climate change                                 |

Answer: For more information regarding funding for different disciplines within arts, culture and heritage sectors. Read more...
When the answer is long, click on the Read more... link; a detailed answer or a pdf document must display on a new page.

8.6 Contact Us

Contact Us must be accessed from all the website pages at the top of the navigation menu on mouse over on the Contact Us link. Contact Us must be a static page.

Contact Us must display as tabled below.

The breadcrumb must be Home >>Contact Us

<table>
<thead>
<tr>
<th>Contact Us</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Office:</td>
<td></td>
</tr>
<tr>
<td>Position:</td>
<td></td>
</tr>
<tr>
<td>Name:</td>
<td></td>
</tr>
<tr>
<td>Tel:</td>
<td></td>
</tr>
<tr>
<td>Mobile:</td>
<td></td>
</tr>
<tr>
<td>E-fax:</td>
<td></td>
</tr>
<tr>
<td>E-mail:</td>
<td></td>
</tr>
<tr>
<td>Maps &amp; Directions</td>
<td>GIS database</td>
</tr>
</tbody>
</table>

Figure 12 - Contact Us

When the Write to us icon is clicked, an e-mail page with the e-mail address must be displayed; the user can write to the department.

8.7 Select Language

Select Language must be accessed from all the website pages on the top navigation menu. The website must be accessible in all the 11 official languages. The user must be able to select a language of choice of which Afrikaans, English, IsiNdebele, IsiXhosa, IsiZulu, Sesotho, Setswana, siSwati, Tshivenda, Sepedi and Xitsonga must be the available options.

Select Language must display as tabled below.

Select Language

IsiZulu

Figure 13 - Select Language

The website must be developed in the English language; when a user selects any other language, the whole site must be translated to a specific selected language.

8.7.1 Business rule for Select Language

When the language is selected, e.g. IsiZulu, the whole website content must change from English to IsiZulu.

9. Left navigation menu

The left navigation must be accessed from all the pages of the website. The left navigation must consist of Branches, Programmes, Procurement, Resource Centre, e-Forms, Maps, Careers and Webmail.

The left navigation menu must display as tabled below.
When one of the links is clicked, the detailed information must display on a new page.

### 9.1 Branches

Branches must be accessed on the left navigation menu. Branches must display a drop-down submenu on mouse over of which Arts, Culture, Promotional Development, Cultural Heritage and Preservation, Cultural Development and International Relations and Cooperate Services and Governance must be the available options. Branches must have static pages.

The Branches drop-down must display as tabled below.

<table>
<thead>
<tr>
<th>Table 16 - Branches</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts, Culture, Promotional Development</td>
</tr>
<tr>
<td>Cultural Heritage and Preservation</td>
</tr>
<tr>
<td>Cultural Development and International Relations</td>
</tr>
<tr>
<td>Corporate Services and Governance</td>
</tr>
</tbody>
</table>

When each of the Branches submenus, e.g. **Arts, Culture and Promotional Development**, is moused over, a drop-down submenu must display of which Chief Directorate and Directorates must be the available options.

<table>
<thead>
<tr>
<th>Table 17 - Branches submenus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Technology</td>
</tr>
<tr>
<td>Finance</td>
</tr>
<tr>
<td>Human Resources</td>
</tr>
</tbody>
</table>

When each of the submenu links is clicked, e.g. Information Technology, a new page must display as tabled below.

The breadcrumb must be **Home >> Branches >> Arts, Culture and Promotional Development >> Information Technology.**

---

**Information Technology**

*Image reflecting the work done by the Arts, Culture and Promotional Development branch must display at the top of the page.*

- Purpose and Functions of the branch must display here.
- The List of Chief Directorates, Directorates and Subdirectorates: Purpose and Functions, Contacts must display here.
- The Projects, Related documents, forms, project reports and publications must display here.

---

**Figure 14 - Information Technology**
9.2 Procurement

Procurement must be accessed on the left navigation menu. When the Procurement link is moused over, a drop-down horizontal submenu must display of which Advertised Tenders, Awarded Tenders, Received Tenders, Cancelled /Expired Tenders and e-Forms must be the available options. Procurement must be a dynamic online service. The system must automatically archive after closing time and add to the archive page.

The Procurement drop-down must display as tabled below.

<table>
<thead>
<tr>
<th>Table 18 - Procurement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertised Tenders</td>
</tr>
<tr>
<td>Awarded Tenders</td>
</tr>
<tr>
<td>Received Tenders</td>
</tr>
<tr>
<td>Cancelled/Expired Tenders</td>
</tr>
<tr>
<td>e-Forms</td>
</tr>
</tbody>
</table>

9.2.1 Advertised Tenders

The Advertised Tenders must be the one of the Procurement drop-down lists. The Advertised Tenders must be an online service. The advertised tenders must be accessible by clicking the Advertised Tenders link.

The Advertised Tenders must display as tabled below.

The breadcrumb must be Home >> Procurement >> Advertised Tenders.

<table>
<thead>
<tr>
<th>Table 19 - Advertised Tenders</th>
</tr>
</thead>
<tbody>
<tr>
<td>BID No.</td>
</tr>
<tr>
<td>Description</td>
</tr>
<tr>
<td>Closing Date</td>
</tr>
<tr>
<td>Closing Time</td>
</tr>
<tr>
<td>Briefing Session</td>
</tr>
<tr>
<td>Enquiries</td>
</tr>
</tbody>
</table>

When the description link is clicked, the detailed information about the tender must display on a new page.

9.2.2 Awarded Tenders

Awarded Tenders must be the one of the Procurement drop-down lists. Awarded Tenders must be an online service. The awarded tenders must be accessible by clicking the Awarded Tenders Link.

Awarded Tenders must display as tabled below.

The breadcrumbs must be Home >> Procurement >> Awarded Tenders
Table 20 - Awarded Tenders

<table>
<thead>
<tr>
<th>BID No.</th>
<th>Description</th>
<th>Successful Company</th>
<th>BBBEE Contributor Indicator</th>
<th>Contract Value</th>
<th>Contract Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAC 02/10-2011</td>
<td>Appointment of service provider for cleaning services for the period of two years at head office and National Archives</td>
<td>Akube Security and Cleaning Services</td>
<td></td>
<td>R7397820.81</td>
<td>2 Years</td>
</tr>
</tbody>
</table>

9.2.3 Received Tenders

Received Tenders must be the one of the Procurement drop-down lists. Received tenders must be an online service. The received tenders must be accessible by clicking the Received Tenders link.

Received Tenders must display as tabled below.

The breadcrumb must be **Home >> Procurement >> Received Tenders**

Table 21 - Received Tenders

<table>
<thead>
<tr>
<th>BID No</th>
<th>Description</th>
<th>Company Names</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAC01/11-12</td>
<td>The expansion of the database of freelance translators and editors for the National language services.</td>
<td>1 Isixhosa sethu translators &amp; editors cc</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2 Indingo Language solutions</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>3 Charlotte Rademeyer Language practitioners</td>
<td></td>
</tr>
</tbody>
</table>

9.2.4 Cancelled or Expired Tenders

Cancelled or Expired Tenders must be the one of the Procurement drop-down lists. Cancelled or Expired Tenders must be an online service. The cancelled or expired tenders must be accessible by clicking the Cancelled or Expired Tenders link.

Cancelled or Expired tenders must display as tabled below.

The breadcrumb must be **Home >> Procurement >> Cancelled or Expired Tenders.**

Table 22 - Cancelled or Expired Tenders

<table>
<thead>
<tr>
<th>BID No.</th>
<th>Description</th>
<th>Status</th>
<th>Reason for cancellation</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAC 02/10-2011</td>
<td>Appointment of service provider for cleaning services for the period of two years at head office and National Archives</td>
<td>Cancelled</td>
<td>No bidders</td>
</tr>
</tbody>
</table>

9.2.5 E-Forms

E-Forms must be accessed from the left navigation menu. E-Forms must display a page with a list of electrical forms where a user can complete or download the form. E-Forms must be both static and dynamic forms. The E-Forms list page must display as tabled below.

The breadcrumb must be **Home >> E-Forms.**
<table>
<thead>
<tr>
<th>Form no.</th>
<th>Form</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>SBD1</td>
<td>Invitation to Bid</td>
<td></td>
</tr>
<tr>
<td>SBD2</td>
<td>Tax Clearance Certificate Requirement</td>
<td></td>
</tr>
<tr>
<td>SBD3.3</td>
<td>Pricing Schedule</td>
<td></td>
</tr>
<tr>
<td>SBD4</td>
<td>Declaration of Interest</td>
<td></td>
</tr>
<tr>
<td>SBD6.1</td>
<td>Preference Points Claim Form in terms of the Preferential Procurement Registration 2001</td>
<td></td>
</tr>
<tr>
<td>SBD8</td>
<td>Declaration of Bidder’s Supply Chain Management Practices</td>
<td></td>
</tr>
<tr>
<td>SBD9</td>
<td>Certificate of Independent Bid determination</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Government Procurement General Conditions of Contract July 2010</td>
<td></td>
</tr>
</tbody>
</table>

**Figure 15 - E-Forms**

When the Form link is clicked, a detail form must display on a new page.

### 9.3 Supplier Registration database

The Supplier Registration must be accessed from the left navigation menu. The Supplier Registration must be a dynamic module, an online service. Refer to annex C.

The breadcrumb must be **Home >> Supplier Registration**.

#### 9.3.1 Business rules of the Supplier Registration database

Once the user is registered on the supplier database, the account of the user must be active.

### 9.4 Resource Centre

Resource Centre must be accessed on the left navigation menu. When Resource Centre is clicked, a drop-down horizontal submenu must display of which Annual Reports, Strategic Plans, Policy documents, Documents for Public Comments, Publications, Legislation, National Symbols and Orders, Multimedia and Forms must be the available options. The Resource Centre must have both static pages and dynamic modules.

The Resource Centre drop-down must display as tabled below.

The **Annual Reports/Strategic Plans/Publications** and or **Policy Documents** must be displayed on menu mouse over (by default) in a book format and must be static pages.

**Table 23 - Resources Centre**

<table>
<thead>
<tr>
<th>Left Navigation (by default)</th>
<th>Centre of the page (by default)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Reports</td>
<td>15 September 2011</td>
</tr>
<tr>
<td>Strategic Plans</td>
<td>Annual Report 2010-2011</td>
</tr>
<tr>
<td>Policy documents</td>
<td></td>
</tr>
<tr>
<td>Documents for Public Comments</td>
<td></td>
</tr>
<tr>
<td>Publications</td>
<td></td>
</tr>
<tr>
<td>Legislation</td>
<td></td>
</tr>
<tr>
<td>National Symbols and Orders</td>
<td></td>
</tr>
<tr>
<td>Multimedia</td>
<td></td>
</tr>
<tr>
<td>Forms</td>
<td></td>
</tr>
</tbody>
</table>
9.4.1 Annual Reports

The Annual Reports/Strategic Plans/Publications and/or Policy Documents must be the drop-down list of the resources centre and must display in a format of a book as illustrated in the figure below.

The breadcrumb must be Home >> Resources Centre >> Annual Report.

<table>
<thead>
<tr>
<th>Image/Picture of document cover</th>
<th>Description</th>
<th>Type</th>
<th>Size</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Completed Annual Report</td>
<td></td>
<td>[1,719 MB]</td>
</tr>
<tr>
<td></td>
<td>Part 1: General Information</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Part 2: Programme Performance</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Part 3: Report of the Audit Committee</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Part 4: Annual Financial Statements</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Part 5: Human Resource Management</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Figure 16 - Annual Report

When the Description link is clicked, more detailed information must display on a new page.

9.4.2 Documents for Public Comments

The Documents for Public Comments must be one of the Resources Centre drop-down submenus. The documents for public comments must have a closing date. When the closing date is passed, the system must automatically archive the documents.

The Documents for Public Comments must display as tabled below.

The breadcrumb must be Home >> Resources Centre >> Legislation >> Documents for Public Comments.

<table>
<thead>
<tr>
<th>Date published</th>
<th>Description</th>
<th>Closing date</th>
<th>Type</th>
<th>Size</th>
</tr>
</thead>
</table>

Figure 17 - Documents for Public Comments

When the description is clicked, the detailed information must display on a new page.

9.4.3 Legislation

Legislation must be one of the Resources Centre drop-down submenus. Legislation must have a drop-down submenu of which Acts, Bills, Regulations, White Papers and Green Papers must be the available options. Legislation must be a static page.

The legislation drop-down must display as tabled below.
When one of the submenus is clicked, e.g. Acts, it must display as tabled below.

The breadcrumb must be **Home>>Resources Centre>>Legislation>>Acts.**

<table>
<thead>
<tr>
<th>Acts</th>
<th>Date published</th>
<th>Description</th>
<th>Type</th>
<th>Size</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10 June 2011</td>
<td><strong>Prevention and Combating of Corrupt Activities Act (PRECCA) Act 12 of 2004</strong></td>
<td>![icon]</td>
<td>[2,511 KB]</td>
</tr>
<tr>
<td></td>
<td>14 July 2011</td>
<td><strong>Regulation of Interception of Communication and Provisions of Communication Act (Act No.70 of 2002)</strong></td>
<td>![icon]</td>
<td>[343 KB]</td>
</tr>
</tbody>
</table>

**Figure 9 - Acts**

When the description is clicked, the detailed information must display on a new page.

### 9.4.4 National Symbols and Orders

National Symbols and Orders must be one of the Resources Centre submenus on the left navigation menu. On mouse over, the National Symbols and National Orders static pages must display as tabled below.

<table>
<thead>
<tr>
<th>National Symbols</th>
<th>National Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Anthem</td>
<td>National Order</td>
</tr>
<tr>
<td>National Flag</td>
<td></td>
</tr>
<tr>
<td>National Coat of Arms</td>
<td></td>
</tr>
<tr>
<td>National Animal</td>
<td></td>
</tr>
<tr>
<td>National Bird</td>
<td></td>
</tr>
<tr>
<td>National Fish</td>
<td></td>
</tr>
<tr>
<td>National Flower</td>
<td></td>
</tr>
<tr>
<td>National Tree</td>
<td></td>
</tr>
</tbody>
</table>

When National Symbols is clicked, a page must display of which a list of National Anthem, National Flag, National Coat of Arms, National Animal, National Bird, National Fish, National Flower and National Tree must be the available options.

The National Symbols list must display as tabled below.

The breadcrumb must be **Home>>Resources Centre>>National Symbols.**

<table>
<thead>
<tr>
<th>National Symbols</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Anthem</td>
</tr>
<tr>
<td>National Flag</td>
</tr>
<tr>
<td>National Coat of Arms</td>
</tr>
<tr>
<td>National Animal</td>
</tr>
<tr>
<td>National Bird</td>
</tr>
<tr>
<td>National Fish</td>
</tr>
<tr>
<td>National Flower</td>
</tr>
<tr>
<td>National Tree</td>
</tr>
</tbody>
</table>

When each of the national symbols list links is clicked, e.g. National Anthem, a new page must display.
9.4.4.1 National Anthem

National Anthem must be one of the National Symbol lists. When the National Anthem link is clicked, it must display a page where a user has a choice between lyric and audio.

The Nation Anthem page must display as tabled below.

<table>
<thead>
<tr>
<th>Nkosi Sikeleli Africa</th>
<th></th>
<th>Lyrics</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Audio)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

When the National Anthem link “Nkosi Sikeleli Africa” is clicked, the anthem must play. When the audio icon or link is clicked, the National Anthem must play. When the lyrics link is clicked, the National Anthem Lyrics must display on a new page. The lyrics must be downloadable and printable.

9.4.4.1.2 National Animal

National Animal must be one of the National Symbol lists. When the National Animal link is clicked, it must display a page with an animal symbol and description.

The Nation Animal page must display as tabled below.

The breadcrumb must be Home >> Resources Centre >> National Symbols >> National Animal.

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Springbuck/Springbok (<em>Antidorcas marsupialis</em>)</td>
<td>This species has adapted to the dry, barren areas and open grass plains and is thus found especially in the Free State, North West province and in the Karoo up to the west coast. Read more...</td>
</tr>
</tbody>
</table>

| Galjoen (Coracinus capensis) | The Galjoen is found only along the South African coast. It keeps to mostly shallow water, is often found in rough surf and sometimes right next to the shore. The Galjoen is a familiar sight to every angler. The diet of the Galjoen consists mainly of red bait (ascidians), small mussels and barnacles. |

Figure 19 - National Animal

When the description is long, click on the Read more... link; detailed information or a pdf document must display on a new page.

9.4.4.2 National Orders

When National Orders is clicked, a page must display of which a list of The Order of Mapungubwe, The Order of the Baobab, The Order of the Companions of OR Tambo, The Order of Luthuli, The Order of Ikhamanga and The Mendi Decoration for Bravery must be the available options.

The National Orders list must display as tabled below.

The breadcrumb must be Home >> Resources Centre >> National Orders.
Table 28 - National Orders

<table>
<thead>
<tr>
<th>National Orders</th>
</tr>
</thead>
<tbody>
<tr>
<td>• The Order of Mapungubwe</td>
</tr>
<tr>
<td>• The Order of the Baobab</td>
</tr>
<tr>
<td>• The Order of the Companions of OR Tambo</td>
</tr>
<tr>
<td>• The Order of Luthuli</td>
</tr>
<tr>
<td>• The Order of Ikhamanga</td>
</tr>
<tr>
<td>• The Mendi Decoration for Bravery</td>
</tr>
</tbody>
</table>

When each of the National Orders list link is clicked, e.g. The Order of Mapungubwe, a new page must display, as tabled below.

The breadcrumb must be Home >> Resources Centre >> National Orders >> The Order of Mapungubwe.

<table>
<thead>
<tr>
<th>Orders</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Order of Mapungubwe</td>
<td>This Order is awarded to South African citizens for excellence and exceptional achievement.</td>
</tr>
<tr>
<td></td>
<td>This Order can be awarded in three classes.</td>
</tr>
<tr>
<td></td>
<td>• Class 1 = The Platinum Order of Mapungubwe (Platinum)</td>
</tr>
<tr>
<td></td>
<td>• Class 2 = The Gold Order of Mapungubwe (Gold)</td>
</tr>
<tr>
<td></td>
<td>• Class 3 = The Bronze Order of Mapungubwe (Bronze)</td>
</tr>
<tr>
<td></td>
<td>• The Order of Mapungubwe was awarded in 2002</td>
</tr>
</tbody>
</table>

9.4.5 Forms

Forms must be one of the Resources Centre submenus on the left navigation menu. Forms must consist of all DAC forms and must be static and downloadable.

The forms must display as tabled below.

The breadcrumb must be Home >> Resources Centre >> Forms.

<table>
<thead>
<tr>
<th>Forms</th>
<th>Type</th>
<th>Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplier Registration Form</td>
<td></td>
<td>[104 KB]</td>
</tr>
<tr>
<td>Application for Employment (Z83)</td>
<td></td>
<td>[374 KB]</td>
</tr>
</tbody>
</table>

9.5 Projects/Programmes

Projects/programmes must be accessible on the left navigation menu by clicking on the Projects/Programmes link. When the Projects/Programmes link is clicked, a page must display with the list of projects/programmes. Projects/Programmes must be a dynamic module.

Projects/Programmes must display as tabled below.
The breadcrumb must be **Home >> Projects/Programmes**

**Table 29 - Projects/Programmes**

<table>
<thead>
<tr>
<th>Projects / Programmes</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Investing in Culture</td>
</tr>
<tr>
<td>• Legacy Projects</td>
</tr>
<tr>
<td>• Indigenous Music and Oral History Project</td>
</tr>
<tr>
<td>• Mosadi wa Konokono (Woman of Substance)</td>
</tr>
<tr>
<td>• Education and training</td>
</tr>
</tbody>
</table>

When one of the Projects/Programmes links is clicked, e.g. Investing in Culture, the detailed project or programme must display on a new page, as tabled below.

**Table 30 - Investing in Culture**

<table>
<thead>
<tr>
<th>Investing in Culture</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Picture gallery of the project</td>
</tr>
<tr>
<td>b) Background of the project</td>
</tr>
<tr>
<td>c) Estimated cost of the project</td>
</tr>
<tr>
<td>d) Exit employment opportunities created</td>
</tr>
<tr>
<td>e) SMME: yes or no</td>
</tr>
<tr>
<td>f) Province, Region/Local Municipality</td>
</tr>
<tr>
<td>g) URL if its applicable</td>
</tr>
<tr>
<td>h) How many beneficiaries does the project have (demographics, e.g. women, youth, people with disability), and what training has been offered.</td>
</tr>
<tr>
<td>i) Timelines of the project/Duration</td>
</tr>
<tr>
<td>j) Contact details @Investing in culture</td>
</tr>
<tr>
<td>k) Media releases, documents etc.</td>
</tr>
</tbody>
</table>

### 9.6 E-Forms

Electronic Forms (e-Forms) must be accessed on the left navigation menu by mousing over the e-Forms link. The e-Forms link must display a drop-down submenu of which Events Invitations and RSVPs, Media Registration and Supplier Database must be the available options. The e-Forms must be a dynamic online service module.

The e-Forms drop-down must display as tabled below.

**Table 31 – e-Forms**

<table>
<thead>
<tr>
<th>Events Invitations and RSVPs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Media Registration</td>
</tr>
<tr>
<td>Supplier Database</td>
</tr>
</tbody>
</table>

When the submenu is clicked, the detailed information must display on a new page.

The breadcrumb must be **Home >> e-Forms >> Media Registration form.**

The user must be able to complete and submit a media registration form online. Refer to Annex B.

### 9.7 Maps

Interactive maps must be accessed on the left navigation menu by mousing over the Maps link. The Maps link must display a drop-down submenu of which Museums, Heritage Sites, World Heritage Sites, Arts Institutions, Funding Bodies and Libraries must be the available options.

The Map drop-down submenu must display as tabled below.
The GIS maps must be a dynamic module and linked to the GIS database.

The map below is an example of a GIS map that must display any of the submenus when the link is clicked.

Figure 22 - GIS map

9.7.1 Museums

Museums must be one of the Maps submenus accessed on the left navigation menu. When the museums link is clicked, the museum signs must display on the GIS map. When the museum sign on the GIS map is clicked, a pop-up screen must display as illustrated in the figure below.

Figure 23 - Museum

A pop-up screen must display the name of the specific museum, the province, city, municipality and the Directions button.
When the Directions button is clicked, a pop-up screen must display. Refer to figure 20.

The breadcrumb must be **Home >> Maps >> Museums**.

The display of all the Map submenus must be the same as the museum display. Refer to paragraph 9.7.1.

### 9.7.2 Arts Institutions

Arts Institutions must be one of the Maps submenus accessed on the left navigation menu. When the Arts Institutions link is moused over, a drop-down submenu must display of which Community Arts Centres, Playhouses and Theatres must be the available options. The Arts Institution must be a dynamic module.

The Arts Institutions drop-down must display as tabled below.

The breadcrumb must be **Home >> Maps >> Arts Institutions**.

<table>
<thead>
<tr>
<th>Arts Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Arts Centres</td>
</tr>
<tr>
<td>Playhouses</td>
</tr>
<tr>
<td>Theatres</td>
</tr>
</tbody>
</table>

When the one submenu is clicked, e.g. Community Arts Centres, the community arts centres must display on the GIS map. It is the same as the museum display. Refer to paragraph 9.7.1.

The breadcrumb must be **Home >> Maps >> Arts Institutions >> Community Arts Centres**.

### 9.8 Links

Links must be accessed on the left navigation menu by clicking on the Links link. When the Links link is clicked, a page must display the websites links.

The breadcrumb must be **Home >> Links**

<table>
<thead>
<tr>
<th>Links</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Archives and Records Service of South Africa (NARSSA)</td>
</tr>
<tr>
<td>The South Africa at Heart</td>
</tr>
</tbody>
</table>

When the NARSSA link is clicked, the NARSSA website must display on a new page.

### 9.9 Careers@DAC

Careers@DAC must be accessed on the left navigation menu from all the pages of the website. When mouse over on the Careers@DAC link, it must display a drop-down submenu of which Vacancies, Internships, Learner ships and Bursaries must be the available options. Careers@DAC must be a dynamic and online application module.

The breadcrumb must be **Home >> Careers@DAC**

<table>
<thead>
<tr>
<th>Careers@DAC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacancies</td>
</tr>
<tr>
<td>Internships</td>
</tr>
<tr>
<td>Learner ships</td>
</tr>
<tr>
<td>Bursaries</td>
</tr>
</tbody>
</table>
When each of the Careers submenus is clicked, e.g. Vacancies, a new page must display with detailed vacancies information and a user must be able to apply online. The same must apply to all the submenus.

The breadcrumb must be **Home >> Careers@DAC >> Vacancies.**

### 9.9.1 Vacancies

Vacancies must be one of the Career@DAC submenus. The page must display the current vacancies at DAC as illustrated in the figure below.

<table>
<thead>
<tr>
<th>User not logged in</th>
<th>Browse Jobs &amp; Apply Current Vacancies</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>User not registered</strong></td>
<td><strong>Title</strong></td>
</tr>
<tr>
<td>Login</td>
<td><strong>Deputy Director: IT Governance</strong></td>
</tr>
<tr>
<td>Register Now!</td>
<td><strong>Director: Risk Management</strong></td>
</tr>
</tbody>
</table>

![Table showing current vacancies](image)

**Figure 24 - Current vacancies**

When the title link is clicked, e.g. **Deputy Director: IT Governance**, detailed information of a vacancy must display on a new page. This page must also allow the user to apply online (only the registered users).

The existing users (already registered) must click on the **Login** button. Refer to paragraph 9.9.2.

The user must register online to apply for the Career@DAC by clicking on the **Register Now** button. Refer to paragraph 9.9.3.

When the **Register your CV** link is clicked, detailed information of the CV registration form must display on a new page. Refer to Annex D.

When the **Job Alerts** link is clicked, detailed information of job alerts must display on a new page. Refer to paragraph 9.9.5.

For the **job search**, a user must enter the search field/s in the space provided and click on the **GO** link. The search results must display on the new page.
9.9.2 Login

When the user already has an existing account, he/she must enter his/her user name and password and click on the Login button to access the vacancies, internships, learnerships and bursaries.

The login page must display as illustrated in the figure below.

![Login page illustration](image)

The user must enter his/her user name and password in the spaces provided and click on the Login button.

If the user cannot access the account, it might be an incorrect user name or password; click on Can’t access your account? Refer to paragraph 9.9.4.

If the user does not have an account, click on the Register Now! button. Refer to paragraph 9.9.3.

9.9.3 Register Now

The Register Now page must create the account of the user. The Register Now must display as illustrated in the figure below.

![Register Now page illustration](image)

Please register

I already have an account. Login here

All fields with ‘*’ are required

*First Name

*Last Name

*E-mail address

*Username
The user who already has an existing account must click on Log in here. Refer to paragraph 9.9.1.

The user must enter the required fields, click on the Terms of Use to read and agree, then click on register to Create an account, or on the Cancel button to cancel.

The user must have access to apply for the vacancies, internships, learner ships and bursaries online.

9.9.4 Can’t access your account?
When Can’t access your account? is clicked, it might be because of an incorrect user name or password. The page must display as illustrated in the figure below.

Forgotten your password?
To reset your password, type in the full email address that you used to sign in to your account. If you are an existing member, type your user name.

E-mail

Forgotten your username?

The user must enter the e-mail address or user name used to sign in to an account and click the Submit button.
If the user forgot the user name, click on the Forgotten your username? Link; a new page must display to enter the e-mail address used to sign in to an account; click on the Submit button.

9.9.5 Job Alerts

In order to set up and receive personalised job alerts from us, you need to register your CV. Once you registered, you can subscribe to or opt out of job alerts from any of the job folders located in the job alert catalogue. As soon as a new job is added to a job folder, anybody subscribing to job alerts from that particular folder will automatically be sent an alert communication (via e-mail or SMS).

If you have already registered your CV with us, please login to access the job alert catalogue where you can subscribe to job alerts by individual job folder.

![Figure 28 - Job Alerts](image)

The user must enter the username and password on the spaces provided, click on the login button.

If the user can’t access the account, it might be an incorrect user name or password; click on Can’t access your account? Refer to paragraph 9.9.4.

If the user does not have an account, click on the Register Now! button. Refer to paragraph 9.9.3.

9.9.5.1 Business rules for Careers@DAC

a) The password must be six characters long with at least one number or one alphabet.

b) Careers@DAC must be automatically removed from the website on an expiry date.

c) The system must not allow the users to apply for Careers@DAC if not registered.

d) The system must allow the user to attach the *curriculum vitae* (CV) when applying.

e) For security purposes, the CV must be sent to a recruitment e-mail and not stored on a database.

9.10 Webmail

Webmail must be accessed on the left navigation menu by clicking on the Webmail link. Webmail must be a static page for the internal DAC staff to be able to access e-mails through Internet.
The breadcrumb must be **Home** >> Webmail.

The webmail URL must be as follows: [https://webmail.dac.gov.za/owa](https://webmail.dac.gov.za/owa)

When the URL is clicked, the user must enter his/her user name and password to access the e-mails.

### 10. Right-sidebar

The right-sidebar of the website must be accessed from the right side of the home page. The right sidebar must consist of the dynamic modules and static pages of which Mzansi Golden Economy, Social Cohesion, Search, Calendar of Events, Banner Adverts, e-Newsletter, Polls, Quizzes, Discussion Forums and Social Networks must be the available options.

#### 10.1 Mzansi Golden Economy


The Mzansi Golden Economy bar must display as illustrated in the figure below.

![Figure 29 - Mzansi Golden Economy](image)

When the Mzansi Golden Economy bar is clicked, a new page must display, as tabled below.

<table>
<thead>
<tr>
<th>Background Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Documents</strong> - per category i.e. reports, publication</td>
</tr>
<tr>
<td>(Refer to par 9.4)</td>
</tr>
<tr>
<td><strong>Projects</strong> - (Refer to par 9.5)</td>
</tr>
<tr>
<td><strong>Resource Centre</strong>: Media releases, Speeches, articles</td>
</tr>
<tr>
<td>(Refer to par 8.5)</td>
</tr>
<tr>
<td><strong>Cultural Events</strong> (Refer to par 10.4)</td>
</tr>
<tr>
<td><strong>Photo gallery</strong> i.e. Art work - (Refer to par 8.1.6)</td>
</tr>
<tr>
<td><strong>Links</strong> - (Refer to par 9.8)</td>
</tr>
<tr>
<td><strong>FAQs</strong> - (Refer to par 11.5)</td>
</tr>
<tr>
<td><strong>Contacts</strong> - (Refer to par 8.6)</td>
</tr>
</tbody>
</table>

The Mzansi Golden Economy pages must be developed exactly as per referenced paragraphs above.

#### 10.2 Social Cohesion


Social Cohesion must display as illustrated in the figure below.

![Figure 30 - Social Cohesion](image)

When the Social Cohesion link is clicked, a new page must be displayed, as tabled below.
Table 37 - Social Cohesion

<table>
<thead>
<tr>
<th>Background Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Documents</strong> – per category, i.e. different reports, research papers, publications (journals, booklets) articles - <em>(Refer to par 9.4)</em></td>
</tr>
<tr>
<td><strong>Terminology List</strong> - <em>(Kate to provide the pages)</em></td>
</tr>
<tr>
<td><strong>Acronyms List</strong> - <em>(Kate to provide the pages)</em></td>
</tr>
<tr>
<td><strong>Projects</strong> - <em>(Refer to par 9.5)</em></td>
</tr>
<tr>
<td><strong>Database</strong></td>
</tr>
<tr>
<td><strong>Contacts</strong> - <em>(Refer to par 8.6)</em></td>
</tr>
<tr>
<td><strong>Resource Centre</strong>: media releases, Speeches, articles - <em>(Refer to par 8.5)</em></td>
</tr>
<tr>
<td><strong>Photo gallery</strong> - <em>(Refer to par 8.1.6)</em></td>
</tr>
<tr>
<td><strong>Links</strong> - <em>(Refer to par 9.8)</em></td>
</tr>
<tr>
<td><strong>FAQs</strong> - <em>(Refer to par 11.5)</em></td>
</tr>
<tr>
<td><strong>Search</strong> - <em>(Refer to par 10.3)</em></td>
</tr>
</tbody>
</table>

The Social Cohesion pages must be developed exactly as per referenced paragraphs above.

**10.3 Search**

**10.3.1 Standard Search**

The standard Search must be accessible from the right sidebar of the home page. The standard Search must be a dynamic module. The search must provide fast and relevant search results, e.g. Google Search.

The following is an example of the standard Search bar:

![Search Bar Example](Figure 31 - Search)
When the Search button is clicked, a STANDARD SEARCH page must display, as tabled below.

![STANDARD SEARCH](image)

**Figure 32 - Standard Search**

a) The **Search** must be categorised by
   - the entire site,
   - documents,
   - speeches, and
   - media releases.

b) **For items containing** must be categorised by
   - all these words,
   - any of these words, and
   - this exact phrase.

c) **Sort by** must be categorised by
   - score,
   - date, and
   - title:
     - descending; and
     - ascending.

d) **Results per page** must be categorised by
   - 10,
   - 20, and
   - 50.

e) **Display results** must be categorised by
   - with summary, and
   - without summary.

The user must select the field/s in the search criteria provided and click on the Search button to search or on the Clear button to cancel the search.

The search results must display on a new page. Refer to paragraph 10.3.3.
10.3.2 Advanced Search

When the Advanced Search button is clicked, the page below displays.

The breadcrumb must be Home >> Advanced Search.

![Advanced Search Form](image)

**Figure 33 - Advanced Search**

- **Search**
  - the entire site

- **For items containing**
  - All these words

- **And that**
  - Are near

- **And the**
  - Title contains all these words

- **And are dated**
  - This exact date
  - YYYY/MM/DD

- **And**
  - Before this date
  - YYYY/MM/DD

- **Sort by**
  - score
  - descending

- **Results per page**
  - 20

- **Display results**
  - with summary

---

a) The **Search** must be categorised by
   - the entire site,
   - documents,
   - speeches, and
   - media releases.

b) **For items containing** must be categorised by
   - all these words,
   - any of these words, and
   - this exact phrase.

c) **And that** must be categorised by
   - are near,
   - are in the same paragraph as,
   - are in the same sentence as, and
   - do not include.

d) **And the** must be categorised by
   - title contains all these words,
   - title contains any of these words, and
   - title contains this exact phrase.
e) **And are dated** must be categorised by
   - this exact date,
   - after this date, and
   - after or on this date.

f) **And** must be categorised by
   - before this date, and
   - before or on this date.

g) **Sort by** must be categorised by
   - score,
   - date, and
   - title:
     - descending; and
     - ascending.

h) **Results per page** must be categorised by
   - 10,
   - 20, and
   - 50.

i) **Display results** must be categorised by
   - with summary, and
   - without summary.

j) Dates must be enter in the format YYYY/MM/DD.

If the search result is insufficient, the user must select and enter the field/s in the search criteria provided and click on the Advanced Search button to get the detailed search results or on the Clear button to cancel the search.

### 10.3.3 Search results

The search result page must display as tabled below.

<table>
<thead>
<tr>
<th>PRINT</th>
<th>E-MAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Your search matched **1244** of **1244** documents.  
**25** are presented, ranked by relevance. |      |
| **1 2 3 4 5 6** [Next] |         |

**Score** **Title/Information**  
**Public Financial Management Act (Act No 9 of 1999)**  
The Public Financial Management Act (Act No 9 of 1999), Section 35 is very important act for management.  

Figure 34 - Search results

The user must be able to paginate by clicking on the Numbers link; the next page must display.

When the link of the searched document or the website link is clicked, detailed information must display on a new page.

The user must be able to print the page by clicking on the **PRINT** link.

The user must be able to e-mail the page by clicking on the **E-MAIL** link.
10.3.4 Business rules for Search
The Search must search the CMS, entire DAC website and all formats of documents (as per paragraph 6.1) on the website.

10.4 Calendar of Events
The Calendar of Events must highlight the date on a daily basis. The dates, with the events, must be highlighted with different colours and linked to the event/s. The upcoming events must display in a bulletin format below the calendar. The events must be categorised by Commemorative, Media Briefings, Consultative Meetings, Departmental Activities, Summits, Campaigns and Exhibitions.

The following is an example of Calendar of Events:

![Calendar of Events](image)

When the Upcoming Event link is clicked, a calendar highlighting the date/s of upcoming event/s must display on the left sidebar. The upcoming event date and the description must display on a new page.

The upcoming event/s must display as tabled below.

The breadcrumb must be **Home >> Upcoming Events**.

**Table 38 - Upcoming Events**

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>14 August 2011</td>
<td><strong>Heritage Day Celebration</strong></td>
</tr>
<tr>
<td>19 August 2011</td>
<td><strong>Freedom Day Celebration</strong></td>
</tr>
<tr>
<td>04 August 2011</td>
<td><strong>Mandela Day Celebration</strong></td>
</tr>
</tbody>
</table>

When the event Description link/Heritage Day link under the upcoming events/the highlighted calendar day is clicked, the detailed event information must display on a new page, as tabled below.
Table 39 - Events

<table>
<thead>
<tr>
<th>Event</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heritage Day Celebration</td>
<td>Heritage Day, 14 April, is a Public Holiday on which South Africans across the spectrum are encouraged to celebrate their cultural heritage.</td>
</tr>
</tbody>
</table>

Start Date 
End Date

Location 

Contact Person 
Kate Molete, Tel: 012 466 8880, E-mail: katem@dac.gov.za

Web link 
The example of a web link shall be a media release/file name.

The event must allow a registration or RSVP online (if required).

10.4.1 Business rules for Events
The events must automatically be archived when the event date passes.

10.4.2 Archive Events
The archived past events must be accessible by clicking the Archive link. The archive events must be automatically grouped per month and year.

The archive events must display as tabled below.

The breadcrumb must be Home >> Archive Events.

Table 40 - Archive Events

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>14 April 2008</td>
<td>Heritage Day Celebration</td>
</tr>
<tr>
<td>27 April 2008</td>
<td>Freedom Day Celebration</td>
</tr>
<tr>
<td>02 March 2008</td>
<td>Mandela Day Celebration</td>
</tr>
</tbody>
</table>

When the archive event description link is clicked, the detailed event information must display on a new page, as tabled below.

Table 41 – Events

<table>
<thead>
<tr>
<th>Event</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heritage Day Celebration</td>
<td>Heritage Day, 14 April, is a Public Holiday on which South Africans across the spectrum are encouraged to celebrate their cultural heritage.</td>
</tr>
</tbody>
</table>

Start Date 
End Date

Location 

Contact Person 
Kate Molete, Tel: 012 466 8880, E-mail: katem@dac.gov.za

Web link 
The example of a web link shall be a media release/file name.
10.5 Banner Adverts
The Banner Adverts must be accessed on a right sidebar. The banner adverts must be a dynamic module. It must have a picture with a caption of a campaign. If there is more than one campaign, a slide show of a pictures and captions must display.

The example of banner adverts must display as illustrated in the figure below.

![Banner Adverts](image)

*Figure 36 - Banner Adverts*

When the picture/caption is clicked, detailed information must display on a new page.

10.6 E-Newsletter
The e-Newsletter must be accessed on a right sidebar. The e-Newsletter must be a dynamic module that must have a picture of the latest version of a newsletter. Users must be able to subscribe to or unsubscribe from the e-Newsletters.

The example of e-Newsletter must display as illustrated in the figure below.

![e-Newsletter](image)

*Figure 37 – e-Newsletter*

When the cover page is clicked, a new page with newsletters (latest and past volumes) must display, as tabled below.

The breadcrumb must be **Home >> e-Newsletter.**
When each of the newsletter cover pages is clicked, detailed newsletter information must display on a new page.

10.7 Business rule for e-Newsletter

a) The system must have newsletter templates.
b) The e-Newsletters must be archived after year end.

10.8 Polls/Quizzes/Surveys

The Polls/Quizzes/Surveys must be a dynamic module. It must be accessed from the right sidebar of the home page.

The poll/quiz/survey questions must display; the user must have a choice of answers (radio buttons).

When the radio button answer is selected, click on the Submit button. The poll/quiz/survey results must display on the screen immediately as a pop-up screen.

When the user is interested in the results of the pool/quiz/survey, he/she must click on the Result button to display the results page.

The poll/quiz/survey results must display as illustrated in the figure below.
10.9 Discussion Forum

The Discussion Forum must be a dynamic module. It must be accessed from the right sidebar of the home page. The public must be able to view and comment on the existing forum or add a new comment on discussion forum.

The example of a discussion forum must display as illustrated in the figure below.

![Discussion Forum](image)

When the Discussion Forums link is clicked, all existing forums with the Comments and the Post Comments buttons must display on a new page. If the user is interested in the existing topic, he/she must be able to add comments.

If the user proposes a new topic for discussion, he/she must click the Post Comment button as illustrated in the figure below.

![Post Comment](image)

When the Post Comment button is clicked, a new page for discussion must display, as tabled below.

The breadcrumb must be **Home >> Discussion Forum**.
Send your comment

Please propose a topic for discussion...

Your name: 

E-mail: 

Comment:[max characters 1000] 

Remaining character 1000

Figure 43 - Propose a topic for Discussion Forum

When the name, e-mail and comments are added, the user must click on the Submit button to save the comment or on the Reset button to remove the comment.

10.9.1 Business rules for Discussion Forum

The comment must contain maximum 1,000 words.

10.10 Social Networks

Social Networks must be accessed from the right side of the right sidebar. The Social Networks must consist of five vertical icons, i.e. Face book, Twitter, YouTube, RSS Feed and Flickr. The social networks icons must be visible and not movable, even if the website is minimised or maximises.

The icons must display as illustrated in the figure below.

Figure 44 - Social Networks

The website must have a link for each of the icons above. When the icon is clicked, the website link must display on a new page.

10.10.1 Business rules for Social Networks

When one of the social networks links is clicked, e.g. (face book), the system must direct the user to the DAC face book page, e.g. www.dac.gov.za/facebook.
11. **Bottom banner**

The bottom banner must be accessible from the bottom of all the pages of the website. The bottom banner must consist of Copyright, About the Site, Disclaimer, Site Map, FAQ, Web Master, departmental residential address and telephone number.

The bottom banner must display as illustrated in the figure below.

![Figure 45 - Bottom banner](image)

About the Site, Disclaimer, Site Map, FAQ and Web Master must have links. When the link is clicked, more detailed information must display on a new page.

11.1 **Copyright**

The Copyright must be accessed from all the website pages on the bottom banner. The copyright must be  

```
Copyright © 2011 DAC
```

11.2 **About the Site**

About the Site must be accessed from all the pages of the website on the bottom banner by clicking the About the Site link. When About the Site link is clicked, the detail information about the DAC Internet website must display on a new page.

The breadcrumb must be **Home**>>About the site.

11.3 **Disclaimer**

The Disclaimer must be accessed from all website pages on the bottom banner by clicking the disclaimer link. When the disclaimer link is clicked, the agreed and privately arranged terms and conditions, as part of a proposed website, must display on a new page.

The breadcrumb must be **Home**>>Disclaimer.

11.4 **Site Map**

The Site Map must be accessed from all website pages on the bottom banner by clicking the Site Map link. When the Site Map link is clicked, the composition of content, with the page links, must display on a new page.

The breadcrumb must be **Home**>>Site Map.

11.5 **FAQ**

Frequently Asked Questions (FAQ) must be accessed from all the website pages on the bottom banner on the FAQ link. When the FAQ link is clicked, the list of questions must display. When the question is clicked, the answer must display on the same page without closing the question. FAQ must be both static and dynamic modules.

The FAQ must display as tabled below.

The breadcrumb must be **Home**>>FAQ.

<table>
<thead>
<tr>
<th>Q1</th>
<th>How do I apply for funding?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q2</td>
<td>What is investing in Culture?</td>
</tr>
</tbody>
</table>
When question (Q1) is clicked, the answer must display without closing the question list, as tabled below.

Table 43 - FAQ and Answers

<table>
<thead>
<tr>
<th>Frequently Asked Questions (FAQ)</th>
<th>Answer:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q1 How do I apply for funding?</td>
<td>For more information regarding funding for different disciplines in arts, culture and heritage sectors, please contact the following institutions.</td>
</tr>
<tr>
<td>Q2 What is investing in Culture?</td>
<td>For more information regarding funding for different disciplines in arts, culture and heritage sectors, please contact the following institutions.</td>
</tr>
</tbody>
</table>

11.6 Web Master

The WEB MASTER must be accessed from all website pages on the bottom banner by clicking the Web Master link. When the Web Master link is clicked, the web form must display on a new page, as tabled below.

Table 44 - Web Form

<table>
<thead>
<tr>
<th>Web form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Names:</td>
</tr>
<tr>
<td>E-mail:</td>
</tr>
<tr>
<td>Message:</td>
</tr>
<tr>
<td>Automatic Spam Protection</td>
</tr>
</tbody>
</table>

When the Send E-mail button is clicked, the e-mail must be submitted to the webmaster. The webmaster must send an acknowledgment message to the sender.

The web master e-mail address must be: webmaster@dac.co.za.

11.7 DAC Address

The DAC Address must be accessed from all website pages on the bottom banner.

The DAC address must be Kingsley Centre, 481 Church Street, Cnr Beatrix & Pretorius Street Arcadia; Tel: 012 441 3000.

12. DAC Internet website requirements

The paragraphs that follow describe the key user requirements that the DAC website must satisfy.

12.1 Proposed website links

The websites below must be the links to the DAC Internet website.

b) The South Africa at Heart, URL www.saatheart.co.za.
d) All other links that are currently on the DAC website under menu “Links”.
e) All arts, culture and sport provincial departments in all nine provinces must be displayed with the URLs.
12.2 Proposed website pages
The proposed website pages of the DAC Internet website are given below.


12.3 DAC policies
a) All DAC policies must be determined, updated and compiled by DAC.

b) SITA must develop the DAC IT websites policy.

c) The existing DAC content must be migrated to the proposed website.

12.4 Application databases
The departmental application databases must be linked to the DAC Internet website.

a) Arts, Culture and Heritage Resource database
   Includes the portfolios of crafters, painters, poets etc. (to include search functionality by category).
   This database already exists; it must be refined.

b) Media database
   Includes the login and registration functionality to allow media practitioners to easily update their details.
   This is a new database; it must be created.

c) Terminology database
   This database already exists; it has to be linked to the website.

d) Community Arts Centres, Playhouses, Theatres, Heritage Sites and Museums
   Must be on a map view and mouse over the website to get the location details.
   This is a new database; it must be created.

e) Supplier Registration database
   This is a new database; it must be created.

f) Careers@DAC database
   This is a new database; it must be created.

g) Social Cohesion Expert database
   This database includes the contacts list of research and development institutions, NGOs, associations, academic institutions and individual experts, local, provincial and national government departments and statutory councils that have projects related to social cohesion. This database does not exist; it must be created.

12.5 Statistics report
Statistic reports are used to provide information to monitor the use of the website. The Google Analytics Dashboard reports for web administrators that can be manually distributed or e-mailed must be used. The statistic reports must not be published on the DAC Internet.

12.6 Technical requirements
a) The revamp must be done using open source standards.

b) The solution must be an enterprise-capable, well-established and proven CMS.

c) The CMS must be developed in such a way that it can be easily maintainable.

d) It must be simple to integrate code “snippets” (or equivalent) and/or additional modules to provide additional publishing functionality. The CMS must support a process of “continual improvement” in interface design.

e) Website design and coding must conform to W3C standards and specifications in order to support presentation across browsers.
12.7  Web design
   a) A cohesive and consistent look and feel
   b) Provide a user-friendly and easy to navigate information architecture; a breadcrumb trail
       must be visible on all the pages except the home page.
   c) DAC will provide navigation menu items.

12.8  Online functionality services
   a) Job application facility for DAC vacancies
   b) Application for tenders
   c) Registrations for suppliers database
   d) Events booking/RSPV
   e) Forms
   f) Subscriptions and notifications
   g) Other services according to stakeholders needs

12.9  Additional content capabilities
   a) Calendar of events
   b) Photo and video gallery
   c) Webcast
   d) Banner adverts
   e) Interactive features (discussion forum, polls quizzes and blogs)
   f) RSS feeds
   g) Social networks (Facebook, Twitter, YouTube etc.)
   h) Search (standard and advanced)
   i) Electronic newsletters

12.10 Additional functionality
   a) Modify arts, culture and heritage resources database – with portfolio of crafters, painters, poets etc. Include search functionality by category.
   b) Media database with login and registration functionality to allow media practitioners to easily update details.
   c) Database of community arts centre, heritage sites and museums must be created and linked to the GIS database.
   d) Include mobile website functionality.
   e) Multilingual website (ability to display at least two SA languages for each user language selection).
   f) Search engine optimisation
   g) Website statistics (ability to generate different kinds of reports)
   h) Maps and directions
   i) A “print” icon at the bottom of the page should reassemble a “printer-friendly” version.
   j) An e-mail icon at the bottom of the page should allow the page to be e-mailed.
   k) Embargo information such as media statements and speeches.
   l) Automatically archive outdated or expired content, e.g. tenders, vacancies, events etc.
   m) Photo and video gallery

12.11 Content Management System (CMS)
   a) Authoring must be style-based, with all formatting applied during publishing. Authors
      must not be required to use HTML (or other technical skills) when creating or updating
      pages.
b) Capturing of metadata (creator, subject, keywords etc.) is required for all pages.

c) The CMS must allow users to create hyperlinks in stories/features that link to related information on the DAC website or to external websites. External websites must open in a new window and must display “Alt text” advising the web user that the link is an external site. Cross links between pages must be stable against restructuring.

d) The CMS must enable content displayed on the home page and other specified pages to be refreshed continuously.

e) The inclusion of images with stories must be made an option, although this is not a prerequisite for each story. Image resizing and thumbnail generation and sizing (width and height) must be managed through CMS. Allow for “alt” text.

f) With regard to news articles, the CMS must allow for each news item to be categorised according to one or several main sections of the site, e.g. for the news item to be automatically updated to the news space in the relevant section in date order, as well as to the main news page in date order.

g) The CMS must automatically remove older news items from the news sections per section as new items are added and archive these to news archive per section.

h) Ability to link related archive.

i) The CMS must allow for changes to the navigation and design changes, e.g. changing the banner.

j) The CMS should have a built-in “search” functionality to allow searches across metadata, fields, categories and dates. This search function must also be able to incorporate other languages over time.

k) The CMS must allow comprehensive usage statistics to be gathered, including most popular pages, daily use, search engine use, etc.

l) The requirement of client-side technologies (JavaScript, Flash etc.) to view the website and page size must be limited to ensure that load times are acceptable for users.

m) Technical design must be taken into consideration.

13. DAC security requirements

The paragraphs that follow describe the key security requirements that the DAC website must satisfy.

13.1 Data classification

The data classification for this Internet website is public. No sensitive data such as secret or top secret data will be stored on this website.

13.2 Website and content security

User identification and authentication must be as follows:

- normal users will access the content of this website through a web browser by using anonymous logon. No account or password will be required, as the purpose of this website is to provide access to the public.
- Other users that need access to the discussion blogs provided by the Internet website will need to register to the blog by means of a user account and password.
- DAC users that need to administer content on the website must each be provided with a unique user account and password. These will be authenticated through the web server.
- Password implementation must be established according to the DAC password security and management policy stipulated in the DAC draft information systems security policy that includes, among others, that the password must be a minimum length of six characters and must consist of letters, numbers and special characters,
password must be changed immediately on receipt and be kept confidential,

users leaving their workstations must immediately logoff and lock their workstations,

number of unsuccessful logon attempts must be limited to three before action is taken to force a time delay before further logon attempts are allowed; disconnect data link connections and/or disallow further logon completely according to policy, and

users must be forced to change their passwords every 30 days, with a minimum change time of 15 days between change days of passwords.

Access control and authorisation requirements are based on role-based access control and permissions or privileges granted according to those roles defined by using the job profiles of user. The following roles and permission will apply:

- user – only view and read access;
- system administrator - full access;
- webmaster - full access;
- data capturor - add, edit and delete own content; and
- editor - add, edit, delete, approve, publish and unpublish content for specific directorate.

a) The only mechanism to upload data must be through the web browser, and the user must be prompted to first logon.

b) The DAC information systems security policy requires that the website must be monitored for any suspicious activity. This implies that the website must provide warning messages to users that the website activity may be monitored. A legal warning must also be included to specify the consequences of this security breach. The purpose of this requirement is to add a layer of prevention against unauthorised alterations or misuse of the website.

c) The source code of web pages must be prevented from been viewed from a web browser.

d) The website must be configured not to return detailed error information about the website.

e) Website users must be prevented from gaining access to script and application files.

13.2.1 Audit trails

The website must be able to automatically create an audit trail of system, application and security events that will include the following:

a) audit trails from DAC users that need to administer the website and web content, as well as systems administrators from SITA that will manage and administer the website and content captured from
   i) user access activity such as successful logon, logoff and unsuccessful logon attempts,
   ii) web content access inquiries activity such as screens viewed and reports printed, and
   iii) web content entries, changes and deletions;

b) audit trails from public users captured from web content access inquiries activity (or website hits) such as screens viewed and reports printed;

c) the audit logs must contain data elements such as date, time, user, objects;

d) the audit logs must be kept in the system for a minimum of 12 months and later be archived on a separate archiving system for a minimum period of five years;

e) database will be used as the preferred method to log these audit trails; and

f) the system must ensure that the audit logs cannot be modified in any way or any part of the data be deleted by any user, including an administrator.
13.2.2 Web server applications security

The web server application must be properly secured because it provides links to back-end systems such as databases, applications and authentication servers.

a) Configure the web applications to run using a specified user account.
b) Deny access from the network for user account to run web application.
c) Remove unnecessary database connections.
d) Set up user accounts for web serve connections to back-end systems.
e) Restrict the privileges to user accounts used for connections to back-end systems.

13.2.3 Web server software

Ensure that the web server software is locked down in order to prevent against information disclosure and modifications. Also create a user account for the web server process.

13.2.4 Web Server Host Operating System

Put in place measures to ensure that the web server hosting operating system is secured by

a) implementing baseline security standards, specifically built for web servers,
b) restricting or removing unnecessary software from the web server,
c) ensuring that the web server is segregated from the back-end systems, and
d) regularly applying security updates to the web server operating system.

13.2.5 Web server host hardware

It is critical to ensure availability of web server host hardware by improving resilience, redundancy, failover and physical protection.

13.2.6 Network infrastructure

Communication networks must be secured to ensure secure flow of information between DAC and SITA in order to limit the unauthorised use of resources accessible through the network and to prevent unauthorised external access.

Relevant information security controls such as firewalls and intrusion prevention systems must be put in place to ensure secure information flow.

There must be documented processes and procedures to deal with vulnerabilities on the firewalls and other network components as a whole.

13.2.7 Back-end systems

The back-end systems such as databases and applications that store all the website information and data must be isolated from the web server and located behind the firewall in an environment called a demilitarised zone (DMZ).

The rules for connecting to these back-end systems must be clearly defined and documented in the AIP.

14. Expected benefits

The envisaged benefits of the revamped website are as follows:

a) more user-friendly website, more flexibility and more interactive with features such as forums, news feeds, polls, calendars of events, photo gallery, dynamic articles with related stories, maps etc.;
b) much easier to update;
c) website will allow content to be maintained by various people, each with only the degree of access that they need to accomplish their part of the job;
d) website administrators assign user privileges (e.g. create, edit, delete, restore, view, publish) across sections of the site, while enforcing a standard website look and feel;
e) the site will be partially or fully translated into other South African languages as a way of promoting multilingualism;
f) gateway to DAC providing access to extranet and other portals;
g) latest content will be uploaded frequently;
h) better and easily managed;
i) automatically archive outdated or expired content;
j) media statements and speeches can be embargoed and automatically published according to time set;
k) the look and feel of the website can be easily changed without rewriting the entire website or changing all the pages; and
l) revisions to pages can be tracked and pages can be required to go through an approval process prior being published.

15. Initial risks and risk containment measures
The risks tabled below were identified.

<table>
<thead>
<tr>
<th>No.</th>
<th>Risk description</th>
<th>Risk containment measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>a)</td>
<td>Project scope creep</td>
<td>If any change to the original URS causes a deviation of the anticipated effort to complete the task, replanning of the time will be compiled and submitted for user approval.</td>
</tr>
<tr>
<td>b)</td>
<td>Enhancement requests</td>
<td>New enhancements requests that might have an impact will have to be prioritised.</td>
</tr>
<tr>
<td>c)</td>
<td>Project dependencies</td>
<td>Communication channels must be clarified speedily to meet the target date of delivery.</td>
</tr>
<tr>
<td>d)</td>
<td>Skilled resources resign</td>
<td>Skills transfer should be encouraged through the DAC units.</td>
</tr>
</tbody>
</table>

16. Conclusion and recommendation
The DAC Internet website must be revamped according to the URS and technology to be documented during the next phase of the formal preparation of AIP.
# Annex A: Abbreviations

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIP</td>
<td>application infrastructure planning</td>
</tr>
<tr>
<td>CMS</td>
<td>Content Management System</td>
</tr>
<tr>
<td>CV</td>
<td>curriculum vitae</td>
</tr>
<tr>
<td>DAC</td>
<td>Department of Arts and Culture</td>
</tr>
<tr>
<td>DG</td>
<td>Director-General</td>
</tr>
<tr>
<td>DMZ</td>
<td>demilitarised zone</td>
</tr>
<tr>
<td>FAQ</td>
<td>frequently asked questions</td>
</tr>
<tr>
<td>GCIS</td>
<td>Government Communication and Information System</td>
</tr>
<tr>
<td>GIF</td>
<td>graphics interchange format</td>
</tr>
<tr>
<td>GIS</td>
<td>Geographic Information System</td>
</tr>
<tr>
<td>HTML</td>
<td>Hyper Text Mark-up Language</td>
</tr>
<tr>
<td>IT</td>
<td>information technology</td>
</tr>
<tr>
<td>JPEG</td>
<td>Joint Photographic Experts Group</td>
</tr>
<tr>
<td>MPEG</td>
<td>Motion Picture Experts Group</td>
</tr>
<tr>
<td>NARSSA</td>
<td>National Archives and Records Service of South Africa</td>
</tr>
<tr>
<td>PDF</td>
<td>portable document format</td>
</tr>
<tr>
<td>RSS</td>
<td>really simple syndication</td>
</tr>
<tr>
<td>RSVP</td>
<td>répondez s'il vous plait; please reply</td>
</tr>
<tr>
<td>SA</td>
<td>South Africa</td>
</tr>
<tr>
<td>SITA</td>
<td>State Information Technology Agency</td>
</tr>
<tr>
<td>SRA</td>
<td>system requirement analysis</td>
</tr>
<tr>
<td>URL</td>
<td>uniform resource locator</td>
</tr>
<tr>
<td>URS</td>
<td>user requirement specification</td>
</tr>
</tbody>
</table>
Annex B : Sample media registration

Already registered users

Media Page
Login

E-mail:

Password:

Remember me

Login

Forgot your password?

Media Registration
The Media page seeks to ensure that public and other stakeholders are always in contact with DAC. Once you logged in or signed up, you can easily update your details to ensure that you are always in touch with us.

Media registration form

Note: Fields marked with * are compulsory.

Name *
Surname *
E-mail *
Alternative e-mail
Password *
Confirm password *
Telephone *
Mobile number *
Fax number *
Designation *

If other please specify:

Institution *
Area *

Select area...

If Province please specify:

Select Province...

Beat *

Select beat...

If other please specify:

Select a medium *

Broadcast

Select Broadcast medium...

Print

Select Print medium...

Online

Ensure that you have entered the required information correctly, before clicking on the register button.

Register
Annex C :  Sample supplier registration form

SUPPLIER APPLICATION FORM

Supplier detail:

Company/supplier name: ___________________________________

Trading name of different from the above: _______________________

Company/close corporation registration number

VAT registration number (if applicable):

Income tax reference number

Web address:

E-mail address:

Telephone number:

Fax number: (compulsory)

Toll free number:

Number of full time employees:

For companies and close corporations, as with the Registrar of Companies/CC

Insert personal income tax number for sole proprietor of personal income tax numbers for all parties in terms of partnerships

Postal address: (compulsory)   Physical address:

Postal code:

Company/supplier classification: (please □ the relevant box or boxes)

<table>
<thead>
<tr>
<th>ISO listed</th>
<th>Importer</th>
<th>Services</th>
<th>Manufacturer</th>
<th>Repairer</th>
<th>Black owned</th>
<th>Distributor</th>
<th>Exporter</th>
<th>Sales</th>
</tr>
</thead>
</table>

(Please □ the relevant box)

Tax clearance certificate attached  yes  no

Expiry date:

Do you accept government order?  Yes  No
Supplier grouping detail: type of firm: (please □ the relevant box)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Public company (Ltd)</td>
</tr>
<tr>
<td>2</td>
<td>Private company (Pty) Ltd</td>
</tr>
<tr>
<td>3</td>
<td>Closed corporation (cc)</td>
</tr>
<tr>
<td>4</td>
<td>Other (specify)</td>
</tr>
<tr>
<td>5</td>
<td>Joint venture (see terminology page 7)</td>
</tr>
<tr>
<td>6</td>
<td>Consortium (see terminology page 7)</td>
</tr>
<tr>
<td>7</td>
<td>Sole proprietor</td>
</tr>
<tr>
<td>8</td>
<td>Foreign company</td>
</tr>
<tr>
<td>9</td>
<td>Partnership</td>
</tr>
<tr>
<td>10</td>
<td>Trust</td>
</tr>
<tr>
<td>11</td>
<td>Section 21 company</td>
</tr>
<tr>
<td>12</td>
<td>Government/organ of state/Parastatal (see terminology page 7)</td>
</tr>
</tbody>
</table>

Main contact person in your company:

Name: ____________________________
Company position: ____________________________
Cell phone number: ____________________________
Fax number: ____________________________
E-mail address: ____________________________

Contact person (sales) in your company:

Name: ____________________________
Position in company: ____________________________
Cell phone number: ____________________________
Fax number: ____________________________
E-mail address: ____________________________

Preferred method of correspondence

Fax   E-mail   Telephone.

Trade names: maximum of three will be registered

Trade names: the trade names that the company own or distribute that you wish to be registered for as a supplier to the department. This is not references of the companies with which you are doing business or the registered name of your company

<table>
<thead>
<tr>
<th>Trade names (Example: Brother)</th>
<th>Description (Example: cartridge)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Annex D : Sample CV registration form

The CV registration process comprises 2 stages. Once you have completed this stage, you will be directed to the 'Manage Your CV' page from where you can populate required CV information and configure your account settings.

Please note that until all required steps in 'Edit your CV' are complete, you will not be able to apply for jobs. On proceeding to the next stage, you will be sent a communication confirming your username and password which you will need to use when applying to jobs and editing your CV.

All field with '*' are required.

<table>
<thead>
<tr>
<th>Field</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Username*</td>
<td></td>
</tr>
<tr>
<td>Password*</td>
<td></td>
</tr>
<tr>
<td>Confirm password*</td>
<td></td>
</tr>
<tr>
<td>First name*</td>
<td></td>
</tr>
<tr>
<td>Surname*</td>
<td></td>
</tr>
<tr>
<td>e-mail address*</td>
<td></td>
</tr>
<tr>
<td>Cellphone number*</td>
<td></td>
</tr>
<tr>
<td>Candidate Source*</td>
<td>-Select-</td>
</tr>
<tr>
<td>Where did you hear about this careers website*</td>
<td>-Select-</td>
</tr>
<tr>
<td>Your key area of expertise/interest*</td>
<td>- Select -</td>
</tr>
<tr>
<td>Information Policy*</td>
<td>I Decline</td>
</tr>
</tbody>
</table>

When the information Policy link is clicked, detailed information of Career@DAC policy shall display on a new page.

The user shall enter or select all the required fields and clicked on the back or save & next buttons.

When the back button is clicked, it shall take back to the Career@DAC page.

When the save & next button is clicked, CV registration page shall be saved and the next page 'Manage your CV' shall display.
# Distribution list

<table>
<thead>
<tr>
<th>Name</th>
<th>E-mail address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms T Botha</td>
<td><a href="mailto:trudie.botha@sita.co.za">trudie.botha@sita.co.za</a></td>
</tr>
<tr>
<td>Ms L Etsane</td>
<td><a href="mailto:lekwetse.etsane@sita.co.za">lekwetse.etsane@sita.co.za</a></td>
</tr>
<tr>
<td>Mr P Grimsell</td>
<td><a href="mailto:paul.grimsell@sita.co.za">paul.grimsell@sita.co.za</a></td>
</tr>
<tr>
<td>Mr M Lebelo</td>
<td><a href="mailto:maphula.lebelo@sita.co.za">maphula.lebelo@sita.co.za</a></td>
</tr>
<tr>
<td>Mr S Ledwaba</td>
<td><a href="mailto:shadrack.ledwaba@sita.co.za">shadrack.ledwaba@sita.co.za</a></td>
</tr>
<tr>
<td>Ms L Mabaso</td>
<td><a href="mailto:linda.mabaso@dac.gov.za">linda.mabaso@dac.gov.za</a></td>
</tr>
<tr>
<td>Ms Z Mduna</td>
<td><a href="mailto:zanele.mduna@sita.co.za">zanele.mduna@sita.co.za</a></td>
</tr>
<tr>
<td>Ms K Molete</td>
<td><a href="mailto:kate.molete@dac.gov.za">kate.molete@dac.gov.za</a></td>
</tr>
<tr>
<td>Mr A Motse</td>
<td><a href="mailto:alexio.motse@dac.gov.za">alexio.motse@dac.gov.za</a></td>
</tr>
<tr>
<td>Mr S Phala</td>
<td><a href="mailto:seaparo.phala@dac.gov.za">seaparo.phala@dac.gov.za</a></td>
</tr>
<tr>
<td>Ms I Wolmarans</td>
<td><a href="mailto:inge.wolmarans@sita.co.za">inge.wolmarans@sita.co.za</a></td>
</tr>
<tr>
<td>Ms W Nortjé</td>
<td><a href="mailto:welma.nortje@sita.co.za">welma.nortje@sita.co.za</a></td>
</tr>
</tbody>
</table>