This table summarises the mandatory standards for each How-to guide. (Marked ‘Y’.) A mandatory standard is either a legal obligation, a policy for WoVG, (for example, branding), a convention, or a global industry standard. **The standards apply to both internal and external digital presences.**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Mandatory standards for digital (WoVG Digital Standards Framework)** | | | | | | | | | | | | | | |
| **Complete list of How-to guides** | **Federal or Victorian law** | | | | **A mandatory WoVG policy or convention** | | | | | | | | | **Industry standard** |
|  | Accessible content | Privacy | Public records management (digital) | Data protection | Branding Victoria policy | Open-data policy | Caretaker conventions | | Domain name policies | Google analytics tracking | IP address manage-ment | | | Payment card standards |
| How to make websites and content accessible | Y |  |  |  | Y |  |  |  | |  | |  | |  |
| How to choose the design principles for an Application Programming Interface (API) \* |  |  |  |  |  |  |  |  | |  | |  | |  |
| How to design and develop a digital presence | Y | Y | Y | Y | Y |  |  | Y | | Y | | | Y |  |
| How to apply for and manage a domain name |  |  |  |  |  |  |  | Y | |  | | Y | |  |
| How to do online financial transactions | Y | Y | Y | Y | Y |  |  |  | |  | |  | | Y |
| How to design forms | Y | Y | Y | Y | Y |  |  |  | |  | |  | | Y |
| How to decide if you need a mobile app \* |  |  |  |  |  |  |  |  | |  | |  | |  |
| How to manage online records |  | Y | Y | Y |  | Y |  |  | |  | |  | |  |
| How to publish a government open-data set |  | Y | Y | Y |  | Y |  |  | |  | |  | |  |
| How to measure performance |  |  | Y |  |  |  |  |  | | Y | |  | |  |
| How to manage privacy |  | Y | Y | Y |  | Y |  |  | |  | |  | |  |
| How to manage security |  | Y | Y | Y |  | Y |  |  | |  | | Y | |  |
| How to test an online product or service | Y |  |  | Y |  |  |  |  | |  | |  | | Y |
| How to do user experience (UX) research | Y | Y |  |  |  |  |  |  | |  | |  | |  |
| How to apply Brand Victoria |  |  |  |  | Y |  |  | |  |  | | |  |  |
| How to manage content for a caretaker government or change of government | Y |  | Y | Y |  |  | Y | |  |  | | |  |  |
| How to consult online | Y | Y | Y | Y | Y |  |  | |  |  | | |  |  |
| How to create a content strategy and manage content online | Y | Y | Y |  | Y |  |  | |  |  | | |  |  |
| How to manage ministerial content \* |  |  |  |  |  |  | Y | |  |  | | |  |  |
| How to use social media | Y | Y | Y |  | Y |  |  | | Y |  | | |  |  |
| **\*** Essentially a decision-making tool | | | | | | | | | |  | | |  |  |

DPC May 2017/V1.0