



Oregon

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MEMORANDUM

To: All DAS

From: Kris Kautz, Deputy Director

Date: July 29, 2008

Subject: Mandatory Templates and Document Standards for the Department

The Director's Office is excited to announce a new program that will improve DAS' service to our customers through our written communications and materials. This program is a big step for DAS — a step that will require participation from everyone who helps produce documents and publications.

Beginning today, DAS will implement standards for written documents, and will provide templates on a central Web page. Using templates lets us convey our message to customers and the public in a consistent and professional way.

A uniform approach across our divisions will standardize our publications, and enable us to communicate as “one” agency — a large and diverse group of businesses that communicate well with each other and with our customers.

As I mentioned, this is only a first step. The Web page offers templates and standards for several types of documents, but it's just the beginning. As each division identifies other needs, our Public Affairs staff will develop more templates and post them to the Web page for all divisions to use.

The templates are interchangeable. One category, for example, is “Reports.” Your section may not prepare reports, but you may need to write a plan for a new project or develop an instruction manual. Any of the report templates will work for you. In some cases, we've named the templates “formal” or “informal.” You may select the template that best suits your needs, regardless of its title.

Flexibility is a key goal. Although the Web page outlines the requirements for the templates, it also provides tips for placing optional text, photos or illustrations. We've posted thumbnail-size pictures of each template so you can view your choices before downloading.

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I want to thank the members of our Communications Committee (see names below) for their leadership. The committee's involvement and collaboration helped launch this program in a timely manner. We could not have done it without them.

In closing, please visit the Web site to view the various templates that are available today. Take us up on our offer to provide other document templates as your business needs require. We consider this a "process" that we'll continue to develop in the days ahead.

Thanks for your help in implementing this important project. I look forward to reading the documents you'll create with these new standards and templates, and I hope you'll enjoy learning new things along the way.

Templates Web Site: <http://oregon.gov/DAS/templates.shtml>

Communications Committee & Project Partners

Budget & Management	Jack Kenny
Director's Office	Raelynn Henson, Linda Morrell, Summer Warner
Enterprise Information Strategy & Policy	Matt Matson
Facilities	Pam Branczek
Human Resource Services	Andi Goehring, Heidi Young
Operations	Yvonne Hanna, Kelli Vesper
PEBB & OEBC	Ingrid Norberg, Scott Rupp
State Controller	Jan Klukis
State Data Center	Barbara Jensen
State Services	Mariela Wilkes, Karen Adams