EGEE User Information Group

Proposed Structure

Introduction

At present, the UIG comprises a rather loosely-constituted collection of individuals, all of whom participate in meetings of the group and contribute to a variety of activities in the group. The purpose of this discussion document is to outline a proposal to reorganise the group into a more structured form in which the responsibilities for particular aspects of the group's activities are divided between group members.

A possible division of activities might be as follows:

Content generation and review
Style management
Document/version control

The component tasks for each of these areas could be as follows:

Content generation and review

This activity would handle the most technical aspects of the UIG's work, namely writing the content of new pages. Depending on the level of complexity, it is anticipated that the people involved will be drawn mainly from SA1 or NA4 activities. It has been suggested that each document should have two authors; however, this may be impracticable given the small number of people involved in the UIG.

The other aspect of this activity concerns the review of pages. There are two types of review process involved – initial review and periodic review. The initial review process is performed by one or more people other than the author of the page concerned. Ideally, two reviewers should assess the page, of whom one could be a technical reviewer who essentially performs a "peer-review" type process. It would be useful if the other reviewer could assess the page from the usability standpoint, i.e. checking for clarity and comprehensibility rather than for the accuracy of the technical content. Again, it may not be practicable to have two reviewers for every page because of manpower constraints.

The periodic review process would be initiated by the document/version control activity within the UIG (see below). When a page reaches its specified review date (or, more probably, one month in advance of that date), the original author will be notified and asked to review the page to ensure that no

changes are required. If changes are required (e.g. because of new middleware commands or functionality), the author will revise the page appropriately. The revised page will then be reviewed by technical and usability reviewers in the same way that the original page was reviewed. If no changes are required, the author will simply respond accordingly to the document/version control activity.

Where a new page has been created, or an existing page modified, the page will then be passed to the style-management activity for checking.

Style management

This activity concerns the style and appearance of the body-text of UIG pages rather than their technical content or usability criteria. The style-management activity will ensure that each page conforms to the agreed standard and, where it diverges from the standard, make appropriate adjustments. These should not affect the text of the page, but merely its presentation. If any textual changes are made, the page should be returned to the author/reviewers for approval.

Once approved by the style management activity, the page will be passed to document/version control for publishing. The style management activity of UIG will also maintain the style-sheets used by all pages, amending or updating them as required, and passing the current version on to document/version control.

Document/version control

This activity within UIG will be responsible for publishing the pages on the UIG web-site. It will also maintain the index page which will explain the purpose of the UIG pages and will contain links to all the pages on the site. The document/version control activity will maintain the database of current documents, in which each page will have an entry containing the page title, the source HTML of the page (excluding the graphic elements common to all pages), the date of origin or last review of the document, the appropriate review period, the date of next review, the names of the page's author(s) and reviewer(s). If pages contain embedded graphics, the appropriate image files will be held in a linked table in the database.

When new pages or revised pages are added to the database, the document/version control activity of UIG will mark any superseded pages as obsolete, regenerate the complete set of current UIG pages from the database, and upload these pages to the UIG website, deleting all the old files and updating the index page as appropriate. The page generator (probably a simple custom-built utility program) will add the graphic elements (page header,

rubber-stamp logo, EGEE logo) and the metadata (page number, version number, review data) to the HTML source in order to build each page.

Periodically (probably monthly), the document/version control activity of UIG will query the database for pages due for review within the next month and notify the authors/reviewers of any pages returned by the query action. This will initiate the periodic review process described above. The document/version control activity will maintain a register of "open" review processes and issue reminders to authors/reviewers of the relevant pages to ensure that the review process is completed timeously.

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