

Evergreen Documentation Interest Group (DIG)

Initial Timeline

current objectives have green background, and their task groups are listed
 ✓ denotes a completed task

Goal 1: Get DIG up and running.

Objective	Milestones					
	Done	2009-07-02	2009-08-06	2009-09	2009-10	2009-11
a. Select name.	✓					
b. Select initial facilitators.	✓					
c. Distinguish documentation mailing list from others on Evergreen website.	✓					
d. Establish DIG web page, including a participant list.	✓					
e. Determine meeting schedule.	✓					
f. Establish initial timeline. = Paul Weiss, Karen Schneider	✓ draft	✓ review 1- & 2-week items	review 1-, 2-, & 3-month items			
g. Develop DIG purpose & scope statement. = Shannon Dineen, Paul Weiss		✓ draft	final			
h. Develop participant guide. = Sarah Childs, Tara Robertson, Lindsay Stratton		draft outline	final outline draft	✓ final		
i. Develop successor timeline for next 6-12 months.					draft	live

Goal 2: Develop Evergreen documentation framework.

Objective	Milestones					
	Done	2009-07-02	2009-08-06	2009-09	2009-10	2009-11
a. Manage existing guidance documents. = Paul Weiss, Karen Schneider		environmental scan of all existing guidance documents	assess	process		
b. Develop style guide. = Karen Schneider, Jennifer Finney, Karen Collier, Lynn Floyd, Karen Foster (tester), Paul Weiss		draft outline	final outline	draft	final	
c. Produce small document in DocBook as proof of concept. = SITKA, Karen Collier, D. Ceabron Williams (tester)	✓ take simple example & convert to DocBook & style it	take piece of existing documentation & convert to DocBook	produce HTML & style it		take a document through whole draft workflow	take a document through whole final workflow
d. Establish toolset. = Karen Schneider, SITKA		environmental scan of tools & environments	research & recommend	implement	describe toolset, & how to get & use tools	
e. Build relevant knowledge & skills. = Karen Schneider, Shannon Dineen						
i. Orient DIGgers to principles of standards-based, single-source documentation.	✓					
ii. Orient DIGgers to XML.		plan	do			
iii. Orient DIGgers to DocBook.			plan	do		
iv. Train subset of DIGgers on DocBook.				plan	do	
f. Determine graphic designs for the documentation.				draft	final	
g. Establish intellectual property guidance/policies.						
i. Establish licensing guidance/policy.				draft	final	
ii. Establish location/linking guidance/policy.				draft	final	
h. Establish workflow.				outline	draft	final

i. Create documentation samples and templates.					draft	final
j. Determine best practices.						draft

Goal 3: Assess existing documentation and current needs.

Objective	Milestones					
	Done	2009-07-02	2009-08-06	2009-09	2009-10	2009-11
a. Perform and report on environmental scan of all existing, in-process, and proposed documentation. = Tara Robertson , SITKA, Anton Chuppin						
i. "Core" documentation.		perform	report			
ii. Community documentation.			perform	report		
b. Perform and report on documentation needs assessment. = Karen Schneider, Karen Collier			plan	perform	report	
c. Establish overall content and structure of documentation based on needs assessment.				look at other documentation projects	draft	final

Goal 4: Produce and manage documentation.

Objective	Milestones					
	Done	2009-07-02	2009-08-06	2009-09	2009-10	2009-11
a. Manage existing core documentation.						
i. Assess existing core documentation identified in environmental scan.				do		
ii. Take usable existing core documentation and adapt to current framework.					select documents update content as needed apply draft style guide apply draft graphic design	apply final style guide apply final graphic design republish
iii. Archive non-reusable core documentation.					do	
b. Manage relationships with existing community documentation.						
i. Assess existing community documentation identified in environmental scan.					partial	complete
ii. Apply location/linking guidance/policy when appropriate.					partial	complete
iii. Transform to core documentation when appropriate.				select at least 1 document	draft	final
c. Produce new documentation. [merged with 2c]			✓select at least 1 idea	draft	final	select additional documents