**600-800 words, inal 12-16 init 230 word**

1. **Introduction**:
   1. What is the background for your idea?

Collider is the new student hackerspace on campus. The author has been personally involved with running it and making it functional, which has proved to be challenging. No one that is involved in Terrpin Hackers really has any experience running a hackerspace for public use nor is there any experience in setting one up from nothing. Last semester, the idea of actually having a space was nothing more than an idea, I do not think that anyone really expected to get so much in so little time.

In addition, Terrapin hackers engages in three core activities, hacktorials, hackathons, and hack nights.

* 1. Shape the context of the proposal/manual here

The current Organizers of Terrapin Hackers will all eventually graduate. If everyone graduates without passing on their knowledge, it is likely the group could suffer major setbacks in the future.

* 1. explain the audience to which you'd be presenting this.

This manual would be initially presented to the current Organizers of Terrapin Hackers to be a guide going forward, to be given to any new Organizers that are brought on. The other audience, is the residents of collider, those that occupy the space and work in it. In addition, this is to be written in a manner that is understandable to whoever else is looking to run/start a hackerspace of their own, outside of UMD.

* 1. What would that person/group see in the concept?

The group would see a reference manual for current procedures as well as a guide for future club leaders.

* 1. Explain your primary,

The primary audience of this manual are the current Organizers of Terrapin Hackers as the people that would collectively decide whether to implement using the manual or not.

* 1. secondary and

The Secondary audience would be the general body of the people that use the Collider space as a space to create, and want to know the procedures involved in keeping Collider orderly and usable.

* 1. tertiary audiences.

The tertiary audience would be anyone outside of the UMD community that wants to create a space of their own.

1. **Description of Problem or Opportunity**:
   1. What can your idea deliver that isn't there already?

Currently, the Organizers are essentially creating policies and precidents based on very little research and with little knowledge of the greater world of hackerspaces. This idea can deliver a strategy for the future, in order to promote the values that the Organizers want to promote most successfully and to produce optimal use of space and funds.

In addition, Terrapin hackers engages in three core activities, hacktorials, hackathons, and hack nights. I aim to create a manual of how these are run well as well as a record on how to improve these in the future.

* 1. Has something like this been done, and if so, what were the results?

Cooperative Housing, University of Maryland (CHUM) is another student group the author is involved in, which has a relatively similar founding document that was created as a class project, and seeing as CHUM is doing well one would say the bylaws are effective. The caveat here being that the bylaws are not terribly transparent and available, and seem to be rarely referenced.

* 1. Remember you are not re-inventing the wheel, but it's important to understand any models of success/lessons learned that you see.

1. **Manual Background (for manual writers):** A manual is a detailed set of instructions,
   1. The nature of the way it will be used

This document will be used to create a standard reference on how operations can be done, how events can be and are organized within the organization.

* 1. the void it might fill that isn't being filled now, are very critical.

There is currently no documentation of anything that the organization is doing. This aims to preserve the knowledge of the people running the organization literally as it is developed throughout this semester. Indeed, this will also serve a personal purpose of injecting outside knowledge and experience into the organization.

* 1. You need to see your instructions as the person who  will receive the final document will see them.
  2. Is that person a novice in your field?
  3. The more you can define that end-user experience, the easier it will be for you to design your manual.

The end product will be a document on GitHub. GitHub is essentially a platform that many software developers use to do version control and collaborate on projects. Unless one pays, all of the data of the project is available on the web, therefore it should be easily available for a long time.

The link is here:

<https://github.com/1e7ksi/Terrapin_Hackers_SOP>

1. **Road map for solution/development of plan for final project:**
   1. If you're proposing a solution, what don't you know now that you need to know in order to deliver the project eight or so weeks from now?
   2. Are there pitfalls or contrary points of view that you see at this point?