# AWS Workshop Reviews (Jan 2021)

The SA Customer Engagements team is introducing a Workshop Review process to improve workshop content quality and security. This replaces the Tech Content 2.0 review process for workshops, and aims to help get your workshop published more quickly. This document-based approach is a step in an iterative process towards more fully automated and self-service process (See below for more details on that)

## Workshop creation and review process

1. Confirm a workshop format is right for your content. An effective workshop should:

* Be valuable to a wide audience so other SAs can use your content.
* Be hands-on, using the AWS Console and/or AWSCLI for the majority of the session.
* Include a presentation that explains the concepts.

1. Align with your TFC. Raise your idea with your TFC ([list of TFCs](https://w.amazon.com/bin/view/AWS/Teams/TFC/)) to ensure that similar content is not already being developed. Check the workshop listing at <https://internal.workshops.aws/> to see if someone has already created something similar.
2. Start developing your workshop using the [AWS-Workshop-Template](https://code.amazon.com/packages/Aws-workshop-template/trees/master) The template uses the [Hugo](https://gohugo.io/) open source system to build static sites from markdown files, so you can focus on writing your content rather than on formatting and presentation. This is the AWS-wide standard for workshop guides, and is required to publish your workshop under a \*.workshop.aws. domain. The workshop.aws system uses [Hugo 0.74.3](https://github.com/gohugoio/hugo/releases/tag/v0.74.3) currently. You can run this on your laptop to preview your workshop as you work on it.
3. Once you’ve created your workshop, ask someone to review it using this document (latest version [here](https://drive.corp.amazon.com/documents/aws-sa-customer-engagements/Workshop%20Review%20document.docx)). Right now, this could be anyone knowledgeable about the topics your workshop covers – in future it will be a Workshop Guardian (see ‘Future iterations’ below)
4. Once the review is completed, attach a copy of this document to the [Workshop Publication request](https://issues.amazon.com/issues/create?template=fe213816-f990-466a-962c-6f1ffc895167) SIM ticket. The SA Customer Engagements team will create a repo and deployment pipeline for you, with your workshop being published under a \*.workshop.aws domain. More information is available [here](https://w.amazon.com/bin/edit/AWS/Teams/SA/Customer_Engagements/workshops).

## Future iterations

In 2021 we will be launching a *Workshop Guardian* program, training, and a list of Workshop Guardians who can conduct workshop reviews. We’ll also move the Workshop Review process from this Word-doc-based-approach into Event Engine 2.0. Event Engine 2.0 will also make workshop creation self-service.

We welcome any feedback, comments, and suggestions: [aws-workshops@amazon.com](mailto:aws-workshops@amazon.com)

## How to use this document

### Workshop Author/creator

1. Read this document and think through the implications as you create your workshop.
2. Ask someone else (ideally someone who is a member of the most relevant TFC) to review your workshop using this document. You can share the workshop with them in a couple of ways:
   1. Run “hugo build” and send them the “public” folder that’s created
   2. Ask to add them to the repo so they can clone it and run Hugo locally to view the content
3. Iterate based on their feedback.
4. Submit a [SIM](https://issues.amazon.com/issues/create?template=fe213816-f990-466a-962c-6f1ffc895167) to request publication.

### Workshop reviewer / Workshop Guardian

1. Copy/download this document. Read it, so you understand the sections/topics you’ll need to cover during you review.
2. Use the document as a companion as you go through the workshop. Add comments where any action needs to be taken. Once complete, send it to the workshop owner so they can review and make any changes. You may then need to update the document once the changes have been made.

## Review Sections

### Workshop details

Workshop url: *example.workshop.aws (you may not have this yet, that’s okay!)*

Author: [*someone@amazon.com*](mailto:someone@amazon.com)

Date: *1 Jan 2000*

### Workshop introduction

|  |  |
| --- | --- |
|  | Yes/No/Comments |
| Is there an introduction that states what will be covered in the workshop? |  |
| Does the introduction give an expected duration? |  |
| Does the introduction state the outcomes? (ie what someone completing the workshop will learn) |  |
| Does the introduction describe the target audience? |  |
| Does the introduction list or describe any necessary background knowledge? For example, a workshop that deals with databases may need some knowledge of basic SQL commands. A workshop on front-end may require knowledge of Javascript, node.js v14 installed, etc. |  |
| Does the introduction warn of any costs that may be incurred by the customer? |  |

### Environment setup

|  |  |
| --- | --- |
|  | Yes/No/Comments |
| Does the workshop provide the option to use a customer’s own AWS account and/or Event Engine? |  |
| * If the workshop supports using a customer’s own account, it should to describe how to create pre-requisite infrastructure by providing a CloudFormation template (or CDK, SAM template, etc) with instructions on how to deploy it. |  |
| * If the workshop integrates with Event Engine, it should include instructions on how to log in via EE. Similarly, if the workshop supports other systems (Qwiklabs, etc) it should provide login instructions for those. |  |
| If the workshop can *only* use Event Engine, does the front page clearly state that the workshop can only be used at AWS-run events? |  |
| Does the workshop include steps to set up local prerequisites? For example, an attendee may need to install things like node, python, an SSH client, or a Cloud9 environment, etc. |  |
| If the workshop runs only in specific regions, are these clearly listed? |  |

### Environment clean-up

|  |  |
| --- | --- |
|  | Yes/No/Comments |
| Does the workshop provide instructions on how to clean up resources created during the workshop? |  |
| Are the instructions at the right level of detail? For example, a 100-level workshop may need to walk a customer through all steps of terminating an EC2 instance. A 400-level workshop may simply tell a user to terminate EC2 instances the user created during the workshop. |  |
| Are the clean-up steps specific to the resources created in the workshop? Generalisations like “terminate all EC2 instances” could have unintended consequences. |  |
| Are the steps specific to the user? What if more than one person is sharing an AWS account? Generalisations like “terminate all EC2 instances” could have unintended consequences. |  |
| Are deliberately retained resources explained? For example, the workshop may deliberately retain an S3 bucket holding the results of a process. |  |
| If resources are being retained, is there an explicit comment about costs those resources may incur? |  |
| If the instructions ask the user to delete a CloudFormation Stack, does this delete all resources in the stack?   * CloudFormation stack deletion fail to remove some resources, like non-empty S3 buckets. These could then incur ongoing costs and/or raise possible future security risks. * Often a stack provides a workshop’s starting state, and other resources are then created via the console. |  |
| Does the workshop reference the clean-up steps in the introduction or setup chapters? If someone cannot complete the workshop, they should still know about the existence of clean-up steps. They should not need to complete the workshop before being told of clean-up steps. |  |

### Well-architected workshop infrastructure

The workshop should adhere to AWS Well-Architected principles where practical

|  |  |
| --- | --- |
|  | Yes/No/Comments |
| Are resources deployed in multiple availability zones? |  |
| Will resources scale with demand? For example: are EC2 instances deployed within an ASG? |  |
| For any resources that are not deployed in a redundant, scalable, cost-efficient manner: Is there a disclaimer that this choice is deliberate? |  |

### External links and privacy

Workshop materials should be self-contained wherever practical.

|  |  |
| --- | --- |
|  | Yes/No/Comments |
| Images and other single files (CloudFormation templates, individual code files, etc) should be contained within the workshop structure, within the specific chapter or under the /static folder. For example, an image should use a format like ![](../static/image.png) and not ![](<https://googleimagesearch.com/?term=penguin>) |  |
| Does the workshop reference any larger bundles of AWS-owned content (for example Lambda source code, sample data sets, etc)?   * These can be hosted in an Event Engine S3 bucket, or on an AWS-owned Github Organization (AWS-Samples etc, see Open Source below). * They must not be hosted in an individually-owned AWS account or an indivdual’s Github account. |  |
| Does the workshop link to Youtube videos? These links *must* use the Hugo “Youtube” shortcode as this allows us to enforce privacy-enhanced mode when creating the links. |  |
| Does the workshop use any third-party data sets?   * The workshop can reference the location of that data set rather than including it directly. For example, open data sets held in places like <https://registry.opendata.aws/> |  |

### Security

|  |  |
| --- | --- |
|  | Yes/No/Comments |
| If IAM Users or Roles are created, do they have unnecessarily permissive policies? IAM principals should use AWS-managed policies unless there’s a specific need for a custom policy. |  |
| Are S3 Buckets created that have public access settings enabled? Either via S3 Block Public Access being disabled, or via a permissive S3 Bucket Policy. |  |
| Are any EC2 Security Groups created that allow world-wide connectivity, or connectivity on insecure ports (HTTP/80)? |  |
| Are any RDS instances created that allow Public access? |  |
| For configurations that don’t adhere to AWS Well-Architected practices, is there a note that explains why this is done, and a recommendation for a best-practice approach? |  |
| Does sample code (eg Lambda functions) perform only the required actions?   * Does the code run with an IAM role that allows only those actions? |  |
| Are attendees asked to enter any personally identifiable information (PII) for example their email address? This should be avoided unless *strictly* necessary (for example testing SES may require the attendees enter a valid email to receive an email). |  |

### Source code, sample data, third party sources, and Open Source

|  |  |
| --- | --- |
|  | Yes/No/Comments |
| Does the workshop include any AWS-created code (eg Lambda function code, code to be loaded into an EC2 instance, etc). All AWS-created code must include a license The [MIT-0 license](https://github.com/aws/mit-0) is a good choice for workshop sample code which is not intended for production use. |  |
| Does any AWS-provided code *include* any third-party code?   * Check that the license for all included third-party code allows Amazon/AWS to include this code in a workshop scenario. If you’re unsure, flag this and ask Legal via:   <https://legal.amazon.com/sites/AWS-Collab/agreementresources/Sherpa/SitePages/Home.aspx>   * Check that all required attributions are present. For example the [CC-BY license](https://creativecommons.org/licenses/by/4.0/) allows usage, but requires attribution and indications of any changes. |  |
| Does the workshop use or reference any third-party data sets?   * Check the license and usage for any sample data sets. Does Amazon/AWS have the rights to use the data set in a workshop scenario? If you’re unsure, flag this and ask Legal via <https://legal.amazon.com/sites/AWS-Collab/agreementresources/Sherpa/SitePages/Home.aspx> |  |
| Does the workshop provide any AWS-owned sample code on Github?   * This must be published under an Amazon-owned Github Organization, for example AWS-samples. * Personally-owned github repos are not acceptable. * For AWS sample code, there’s an [expedited process](https://w.amazon.com/?Open_Source/Open_Sourcing#publish-sample-code) to review and release sample code |  |

### Content, spelling, and grammar

|  |  |
| --- | --- |
|  | Yes/No/Comments |
| Is the information in the workshop factually correct? |  |
| Could you complete all the steps in the workshop without error? |  |
| If you did encounter errors, did the workshop guide help resolve those? |  |
| Is the workshop specific enough in its instructions, without being verbose?   * This can be dependent on level. For example, a 100-level workshop may need to walk a customer through all steps of launching an EC2 instance. A 400 level workshop may simply tell a user to launch an EC2 instance using an AmazonLinux2 AMI. * Note/list any sections that could be improved. |  |
| Are there any sections that would be better described with a diagram or image?   * Minimize the use of AWS Console screenshots. Frequent changes to the AWS Console mean these become outdated, and then cause confusion. |  |
| Are rhetorical devices used, which may be unclear to non-native-English speakers?   * For example “grab a cup of joe while you wait. Most of the time, it’s faster than a rat up a drainpipe” |  |

### Accessibility

|  |  |
| --- | --- |
|  | Yes/No/Comments |
| Do all images have accurate, descriptive alternate text?   * The IMG Hugo shortcode allows alternate text to be included. |  |
| Are there any red/green image elements that could cause issues for people with colorblindness? |  |
| Are there any videos that do not have (or allow for) subtitles? |  |

### Internationalization / multi-language

|  |  |
| --- | --- |
|  | Yes/No/Comments |
| Are all languages/translations listed in the drop-down on the left-hand menu? Do all language choices link to complete translations of the workshop?   * The Aws-workshop-template ships with English and French as defaults, to show how multi-language works. Sometimes workshop owners leave the French default pages in place. |  |

### Additional comments

*Space for any additional comments you may have for the workshop author.*