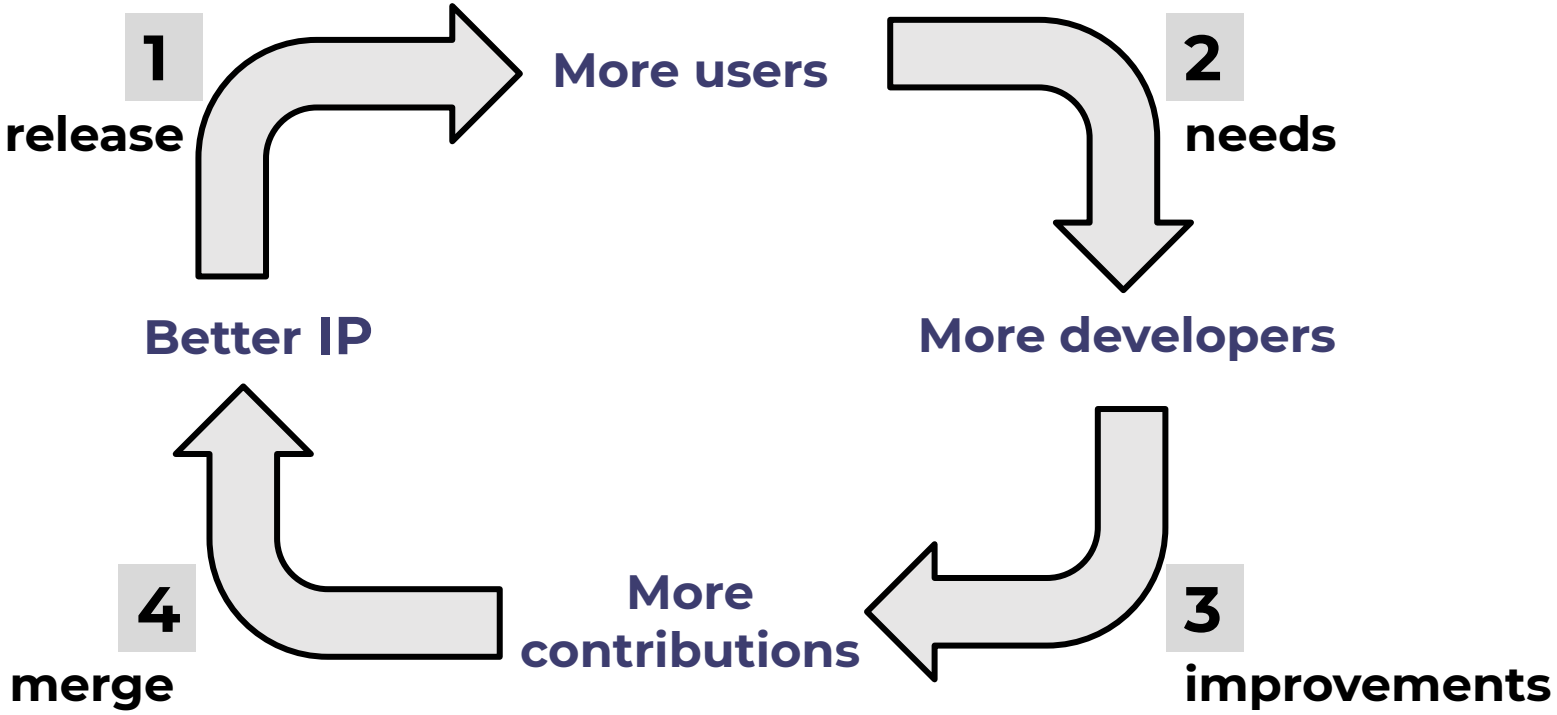
Open Source Project Activities and Maturity

Introduction and guidelines

Continuous improvement to grow an open source project's ecosystem



Terminology

Developers: people who code, core, extensions, modules, themes for themselves or for their customers.
Note: describe here who are they in your community or your project, use personas if possible

Contributors: people who are key active contributors to the open source project, coders, but not only, a lot of contributors actually don't code at all.
Note: describe here who are they in your community or your project, use personas if possible

Corporate contributors: people who are working for a company that is using/integrating the project, and that company wants to improve the project as part of its strategy
Note: list here a few companies that are contributing, if any already

Intellectual Property: code, documentation, artwork, trademarks, domain names, etc.
Note: list here brands, logos, ...

Status icons

Green check mark: the status of the project is ok regarding the section and your objectives

Blue eye mark: you need to investigate because you miss information, or the definition of the objective for this section is not clear

Orange exclamation mark: important problems are identified and actions to solve them are listed or in work in progress

Red exclamation mark: blocker, serious issue, or nothing is done yet; or even worse, bad things for the project have been done

Activity template

Definition

Status

Describe the state of the project regarding this section, and then use the right status icon color.

You can update it when there is an evolution.

And don't forget to update the icon on the main dashboard.

Problems & objectives

What needs to be solved or improved, and eventually why.

Keep it short, and add long sources and references (links to web page, document, ...) in the notes of the slides

Actions

The aim is to be able to create a backlog with all the action of all section. You can then add a link to the tickets you created in your project solution (GitHub issues, Jira, Tuleap, Bugzilla, ...) with more details.

Then, it will be possible to sort them by priorities, difficulty, and start the work with the different teams. And of course, to follow the implementation.

Dashboard

Strategic objectives

Name of your project:

- Objective 1
- Objective 2
- Objective 3
- Objective 4

Name of your project Open Source Project

Last update - November 2019

	Community development	Software construction maturity	IP management activities
Encourage **USERS**	Project license User Documentation Discussion Platforms	Project executables published Project Install Automated Project Bug Tracking	Project license documented Repositories protected Dependencies documented Committer Governance Contributions audited Provenance tracking Provenance Management Trademark management Committers indemnified
Encourage **DEVELOPERS**	Mission Statement Contribution guidelines Developers Platform	Complete source published Project build documented Project tests documented	
Encourage **CONTRIBUTORS**	Code of conduct Governance Events & promotion	Project build automated Project tests automated Basic architecture description	

Encourage **CORPORATE CONTRIBUTIONS**

Community Development

Project license

From users' point of view

Status	Problems & Objectives	Actions
		

User documentation

FAQs, howtos, tutorials, videos, etc. for the end user

Status	Problems & objectives	Actions
		

Discussion platforms

Forums, Q&A, chat, mailing lists, news groups, social networks... any service where users discuss and support each others

Status	Problems & objectives	Action
		

Mission statement

Why the project has been started, what is it supposed to solve?
Please note that this about the project itself, not about an eventual company supporting it.

Status

Problems & objectives

Actions

Contribution guidelines

All the useful information to contribute to the project in many ways, and not only with code

Status	Problems & objectives	Action
		

Developers platform

The “forge” where code contributors collaborate, usually a bug tracker, a doc and a chat.
Examples: IRC, Slack, Wiki/Doc, Jira, Tuleap, Bugzilla, GitHub, project kanban,

Status

Problems & objectives

Actions

Code of conduct

Rules to follow when contributing to the project or using the services to collaborate around the project, the discussion are respectful, polite, and based on good will. It must be enforceable.

Status

Problems & objectives

Actions

Governance

Description of how decisions are taken, including the roles in the project (people and companies/organisations), and how to obtain them.

Status

Problems & objectives

Actions

Events & promotion

Dedicated “big” events, business events, meetups, local users groups, blogs, videos and marketing in general...

Status

Problems & objectives

Actions

Software Construction Maturity

Project executables published

The software is distributed, and it is possible for the users to install it and to run it without having to build it.

Status	Problems & objectives	Actions
		

Project install automated

The software comes with an installer or with a kind of assistant for the configuration, so it's easy to install and to start.

Status	Problems & objectives	Actions
		

Project bug tracking

The community can report bugs and improvement/feature requests, and follow the work done on the project.

Status	Problems & objectives	Actions
		

Complete source published

In addition to the executables, the source code is available to download

Status

Problems & objectives

Actions

Project build documented

First step: documentation and scripts provided to the community so anyone can build the project with the sources.

Status	Problems & objectives	Actions
		

Project tests documented

First step: documentation and scripts provided to the community so anyone can launch the tests against a build

Status	Problems & objectives	Actions
		

Project build automated

Step 2: builds are automatised every nights with the merged code of the day, or eventually also for each contribution in order to be able to test as soon as possible

Status  Problems & objectives Actions

Project test automated

Step 2: after each build, tests are launched automatically and a report is built and published for each build

Status

Problems & objectives

Actions

Basic architecture description

Designs and other description of the different components of the software and their interactions, including the core, the dependencies and eventual native extensions/modules

Status

Problems & objectives

Actions

IP Management Activities

Project license documented

From intellectual property's point of view, with the list of license used or approved to be used in the dependencies, written by a lawyer

Status

Problems & objectives

Actions

Repositories protected

Only selected and approved people can modify the code in the repositories of the project

Status	Problems & objectives	Actions

Dependencies documented

The complete list of dependencies, with versions and licenses is available, maintained and controlled.

Status

Problems & objectives

Actions

Committer Governance

Rules for pull request validation and how to become a committer, or a maintainer, and eventually describe the mentoring and other mandatory steps.

Status

Problems & objectives

Actions

Contributions audited

Contributions are merged after a process to check that their quality. The process is described in the developer documentation.

Status	Problems & objectives	Actions

Provenance tracking

Regular audit of existing source code, and eventually automatic check of pull request before merge, to check it is original, to protect users.

Status	Problems & objectives	Actions

Provenance management

Management of source code authors, who they are, and their employer, in order to check that there is no conflict of interest regarding copyright or “droit d’auteur”

Status

Problems & objectives

Actions

Trademark management

The name of the project and its logo are protected trademarks and are part of the IP to manage and protect

Status

Problems & objectives

Actions

Committers indemnified

Legal insurance for people who manage and contribute to the project, to protect them if they are sued by a copyright holder or a patent troll

Status

Problems & objectives

Actions

Credits

Originally designed and built by **Antoine Thomas** for the **PrestaShop** open source project and company, thanks to:

- **Stephen Walli** for his advices and encouragement, and of course, for his list of “open source project communities patterns and practices” (look for his articles and presentations)
- **Aurélien Pelletier** for the design discussions and suggestions.
- **Tristan Lehot** for the look and colours.

And thanks a lot to all the fantastic people who spent time to answer to my questions, to read and to discuss this document. You made it too!