[mn]medianet

MediaNet IT Members

Hand Book

Vol. 0.1

Index

MediaNet Golden Rules

Table 1 General Rules

S.No	Rule Description
1	**Mandatory to have members handbook** Every person in [mn] should have this golden rules document. And read and understand and answer questions out of it. We will make testing of this knowledge time by again and again. And everyone should come up with optimizing ideas and additional golden rules. Also ruling the leaders. Rules should be made without any advantages or disadvantages of any rank or what so ever. Neutral they are.
2	**When can break rules** Every rule which we are to be followed can be broken if permission is taken. Permissions are asked and suggestions are made via the system Like PMS
3	**Never make unapproved changes online to live system.** 3.1 Programmers never test their own work of-course they test while working on it and debugging. But whatever updates have been done they need to be tested and approved by a 3rd person not involved in the project. other than the one who made it. and then informed to the person responsible and then after his approval only it should be applied to live an online system.
4	**[MN] Branded fonts** All documents web pages must be Arial or Helvetian font no other fonts accepted. For now as long explicit custom demand or other designing proposals available.
5	**[MN]access sharing guideline** Do not share access logins, FTP logins, DB logins via messengers or via any other emails other than a [mn]email account. The [mn] email account is a secured mail account so only exchange any sensitive information via emails only.
6	**Trainer** Train the trainer. What does this mean, give an example? U have to answer this you stated this rule .. my self I am also not understanding this point Explanation coming soon
7	**[MN] Conflict Management rules**

	Rules conflict rule, If any rule is giving you a conflict ore feeling of not possible talk to your leader or feel free to escalate to a higher level. Every escalation or conflict you find and help to come up will be understood as a positive input helping to improve. Don't hide conflict. Come up with conflicts to improve. We will have an internal ranking of who raised most and best questions and found the best idiotic to optimize for the better. A valuable input which is taken in to place used ore considered as good and valuable will be honored with a financial benefit.
8	**[mn]project life cycle approach** Every project should be completed with [mn]project life cycle approach. [mn]project life cycle is explained in a separate document. (link to document)
9	**[mn]Version control QR** Every important document should be versioned using [mn]version control QR.

Table 2 PMS Rules

S.No	Rule Description
1	**No or minimized Project Jumping** Change of to do, change request of priorities should be notified to the person responsible (PMS Function), if we are switching from one work to another work, then the information has to be provided to the other person, to the other project, that we are switching, Leaving his tasks for now hence it will be postpones that long and his time requirement maybe cannot be fulfilled any more ore we give different time estimates for finalizing.
2	**PMS Usage** Use for every task/project/work PMS. Why because it is coming to you like this. Don't accept otherwise work it will not be paid. to add the task with the person responsible and also share in PMS the various logins related to the task so that it is easy for any to find in PMS the current status and information required for checking the status of the job. To communicate via the PMS, store and update each and every activity in the PMS for easy access to others. what do we see easy and wee do we see this fast? Is there any report exportable which we could deliver customer and use for internal meetings? No

Table 3 Designers and Programmer Rules

S.No	Rule Description
1	**Umlaut problems in applications** All pages must be free with foreign characters problems(umlaut problems). How the buck is this achieved what methods we using for this. Is it a problem nowadays what has it to do with our translation module can this help it maybe?
2	**Contact form, Impress-um** Every home page if and when it is online should need a contact form, Impressum with contact details and other basic information along with it. If it is a shop every registration or inquiry page needs a privacy policy too. Also every software we make online needs a ticketing system. We should have a template where a customer can fill all this data see google document collecting all basic needed information. This we need online form the people must fill ore be filled while making a contract.
3	**Full page designing** All designs including samples should be made a full page if for any reason the full page is not to be made then the same has to be explained and got the permission of the person responsible.
4	**Password strength** All the registration pages should need password strength calculation informing the user if it is weak, strong, very strong password. We should not allow users to have weak passwords while registering, allow only strong and very strong password and we should write in there that only Strong and Very Strong password is accepted. As well as password renewal routing must be forced hence needing a parameter setting about when and how it is to be renewed. And also a readme should be given explain what password security means and why we make this and it should be acknowledged from the reader as having read. In the same moment, we ask a view questions on the check out to make sure he was reading it. If answered right ok if answered wrong he must study again.
5	**Table Layout** All Table layout we build (advance view pages in the user end and table list of all the able

	admin end features in the admin end of the page) should have Search and Sorting function by default, along with this, the no of rows, pages, and every other thing should be on top as well as on the bottom of the table too. Show sample table with all features link to it give them all a copy of it to understand and learn and to use in projects.
6	**Avoid Data lost by accidental delete** Where ever a delete option is being provided we need to alert the user to confirm the delete and also another alert to make him the delete and then the delete only should happen. We also need an undo button for every deleted action. This undo button only saves the data which has been deleted (how deep is this undo button going how many actions can be undone?) in a different table and it can be recalled from that HISTORY table and restored. We have to decide upon how long we give this undo option. I think either until the next action the undo should be possible or we store all deleted for a period of 7 Days, so undo will be available for a period of 7 days and after the 7 days, we empty the recycle bin. What is any way our data protection strategies for our customers this is a SECURITY issue I have not found any SECURITY stuff in this document you seem not to talk this serious after we lost LORENZ GROUPE because of security bullshit? What is our DSGVO procedure?
7	**Live or realtime** in all projects, we put a live real-time function in to do and manage its priority either from the beginning or later.
8	History rule for all future projects from 2019 onwards use history concept in and for all features. This is a point above already and seems here unstructured make propper main topics SECURITY PROGRAMMING DATA PROTECTION LAYOUT COMPANY INFRASTRUCTURE internal TOOLS external sellable TOOLS usw….
9	**User Settings** WHAT THE FUCK IS THE STRUCKTURE OF THIS DOCUMENT PROPPER

	STRUCKTURE IT
	• Rights and Roles = R + R
	• Personal Settings all governed by Rights + Roles
	• Admin personal settings via R + R
	• Every project has personal settings one can do himself if he has the right.
	• Higher users can allow lower user for R + R
	• If one owns a "deletable right" he can allow someone else, if his rights are not "deletable" he can allow nobody.
	• Notification emails settings
	• engagement interaction mails settings
10	**Project review meetings** All people/programs involved in MediaNet projects should be aware of the projects undertaken by their colleagues and once every two weeks an overview of their projects should be presented to the others. This is for getting inputs or feedback from colleagues about the modules they have already made which can be used for their current projects and also make others aware of the projects which are progressing.
11	**Empty information in web pages** Do not display the empty info or headings if there is no content for it. It can be tabs, it can beheadings with click to open it can be anything, do not display empty headlines or titles if no content exists for it.
12	**Headlines guidelines** Always make logic headlines to tell the people where they are what the page is supposed to do.
13	**Language switching guidelines** Please make language switching all times in the upper right corner and not in the bottom line, it can be in the bottom line additionally also no problem but it MUST be in the upper right corner mandatory.
14	**Shared password guidelines** Password we give users should carry an expiry date, we should ask users to change the passwords we have provided with and inform or alert the user that it expires in so and so date when he logs also email alert, should be sent periodically informing him to change or update his password. When the expiry is 30 days away we send him an email. when it is a week away we send an email every day and when it is 2 days away we say his access

	will be stopped in two days this we send email every day too.

Table 4 Client Interaction Rules

S.No	Rule Description
1	**When to start new job?** No Job is started until the payment is cleared or we have a work order from the Client. If internal works then the in house order should be there, an email stating the order, etc.
2	**When to start new module?** No new versions made for customer wish as long we have no new module contract. All customer differentiation's and wishes are to be made as selected options only.

Golden project rule R & D: on every new task R & D and market research must be done. to gather good or bad ideas and decisions based on that must be documented and written down why and what was decided like in a FORCED decision taking manner.
parts and document and screen shoots logs and so on must be documented for such decisions taken.

Golden rule. in all generated PDF Document should be linked to a place where it can be edited ore found online.
we have many projects generating the documents in almost in planning tool in Giant chart
so it should also produce a link may be in footer or header on the prominent place where it can be found edited ore re reprinted.
every project should have a part of to do list in its self. "detailed Project level to do list" were project involved people can work and edit to do list without needing to leave the project side of this project only. and still, it must be copied in the big company to do list. maybe not taking all details some details may stay in detailed project list lower levels.

golden rule: in all and everything we do and research how to do best we must make the knowing decision if we want to include this in our overall global solution or if we give in on this and use third-party software which is not modularized like we need or want
ore if we can integrate an in-cooperate third party free ware adjustable enough to modular.

golden rule. How to stop an ore change project due to priorities and how to give and pass to others the handover. please put what you think how this should be done best

golden rules BILLING: how we make bills and how we force not paid bills and when we bill what. and how we monetize our existing projects (maybe another rule topic.). like only charging for exported documents and let the system work online for free to test it for all open-end free. (i guess this is depended on the topic and marketing plan).

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Inh. M. Hermsen	Fax. +49 (0)6103 697785	Mail mail@medianet-home.de	Steuer-Nr. 2628.827.00765	Kto. Nr. 39 113 097
Am Taubhaus 29				BLZ 506 521 24
D-63303 Dreieich				IBAN DE 24506521240039113097
				SWIFT-BIC HELADEF1SLS

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Golden rule: additional payment if the project Finished according to golden rules.

Golden rule: For technology selecting decisions. like frameworks coding languages third-party software. we always want to differentiate technology we want to sell ore only use internally. it is a high target to generate own technology. first being able to sell it. second, being able to fully modulate it and edit it as we need it to fit our framework. (what is the main structure of our frame work?? what all functions and features we want to offer for a complete company satisfaction. online most lively like billing planing customer care like ERP, CRM, PMS, TO DO. FORDEC CPM, Gantt and different charts QR Version control of documents and so on). if all this is possible with the third party then OK.

Golden rule: How to decide how to work on what: Never decide alone always decide according to an acknowledged and agreed plan and the idea of direction what tools software frameworks third party stuff should be used. and not to be used.

The golden rule for tools picking: only use agreed on tools and frameworks. if you want using new once as to get RD time for finding better-optimized methods if you feel we must improve.

Golden rule Legality Check:
All legal parameters for a country of customer pages have to be collected. Asked and inquired via customer support ore by our standards of the countries we have experience.
things like DSGVO like in Europe must have complied.
Unaligned but documented golden rules will be sorted soon

Golden rule: RD for new software projects also needs a collection of tutorial videos from competitors to see and understand what they do
Golden rule: fill golden rules with golden video tutorials.

Golden Rule: Complete chain of the project life cycle. if we do software or whatever project for doing something like a product, subject task management software what so ever Project. we also must offer education for this and offer examinations and certifications to make the people professional with it not only doing the software and sending people to work with it. the complete process of developing a product must go together with its training and education and certification. otherwise, we doing an incomplete job nobody needs and wants. this means, on the other hand, we must learn ourselves that much to make it really understood and teachable. nothing else we want to do NO MORE INCOMPLETE JOBS. S-T-O-P INCOMPLETE JOBS.

Golden rule: express doubts immediately they valuable and must be considered carefully.
it was an explicit feature I wanted and asked for that we can sell it to many others.

GOLDEN RULE: learning out of the Past is crucial. what went wrong on old passed by projects. what technical financial social aspects need to be optimized in the future.
we must scrutinize the past and learn. like for example Bruno shop project. what inputs he gave what output we produced in what time what cost what customer advantages.

Golden rule: LOCAL vs SERVER always think in stand-alone modules running without servers like DIMA made the EQ software not needing server BUT easily can be connected to server ore stored its results on our servers if wanted.

Golden rule: Access data management belongs to everything we do.
make it a golden rule on how to treat access data to projects and customers

Golden rule: it essentially says you need "documented information" for all processes in your business.

Golden rule: All Project Team Leaders Must produce a regular report

Golden rule: RD on a topic also must make a list of links to you tube similar topic videos ore form other sources like producer paged ore other video sources page tubes not only you tubes.

Golden Rule Input: in all aplications we should have on all logings on all fotters the invitation to get incontact. like this sample.

☑ I consent to receiving the latest offers, product news, and other promotional material from Corel.
☑ Have your say, participate in Corel research.

Golden rule input: PEER REVIEW: please use in all questions and decisions which are conflicted somehow ore in dispute the so called "Peer Review method" which is reviewing in the group of involved ore informed people of a bigger team. Peer review is the evaluation of work by one or more people with similar competences, but from different disciplines and trades and professions as the producers of the work (peers). ... In academia, scholarly peer review is often used to determine an academic paper's suitability for publication.

https://en.wikipedia.org/wiki/Peer_review

Golden Rule input: we will produce a list of "Must Read" for ever topic. like this document as Peer Review must read ore must see, read. we will download this documents ore videos and store it on our server too builds a knowledge database. from which we will also derive exams in future.

http://chans-net.org/sites/chans-net.org/files/peer_review.pdf

Golden Rule : we will make internal certificates for each topic. each topic will get a collection of data and knowledge collection which by then can be used as source of question for making exams to become a certified specialist in this and that topic. to collect a lot certificates will lead to hike and promotions. each topic which we want to professionalism will be lead by a Topic leader. which is also responsible making the collection and certificate tests questions.

Golden Rule input: NO Project without Sales enable strategies. A sales enable team's strategy should be simple to understand, encapsulate what the team does, and will likely change on an annual basis.

Responsibilities
On boarding.
Sales process and methodology.
Sales playbooks.
CRM.
Sales tools and technology.
Sales content.
Ongoing training and development.
Competitive intelligence.

Golden Rule: make a golden rule for all this points -
Responsibilities
On boarding.
Sales process and methodology.
Sales playbooks.
CRM.
Sales tools and technology.
Sales content.
Ongoing training and development.
Competitive intelligence

then fill the headline points with the small and short description like for example.

Golden Rule input: Sales playbooks. A sales playbook is a document outlining your sales process, buyer personas, call scripts and agendas, sample emails, discovery, qualification, demo, and negotiation questions, proposal guidelines, and/or competitive intelligence guidelines

Sales Playback Videos / Links https://www.youtube.com/watch?v=4myr2KB77oo https://www.ringdna.com/blog/5-killer-sales-playbook-examples http://precisionthinking.com/articles/Sales Playbook Essentials in Brief.pdf

download this and attach it to the Golden rules Knowledge database. We need to build collections and work with them to understand and cope it.

[mn] project life cycle approach

- .Client Requirement
    - Client requirement meeting with or without the team.
    - Client requirement documentation.
    - Client requirement documentation meeting with team members.
    - Approval on client requirement documentation.
- Analysis & planning
    - Team meeting for Possibilities and impossibilities.
    - Decision on technologies
    - Dividing project into modules
    - Time frames
- Mock-ups
    - Mock-up creation
    - Team meeting for an explanation on mock-ups
- Architecture
    - Paper architecture.
    - Team meeting for Explanation on paper architecture.
    - Real project architecture.
- Designing
    - CSS Prototypes declaration and document
    - static pages designing.
    - Team meeting on designing document and prototypes
- Coding
- Testing.
- Manual testings.
- Functional testings.
- security testings.
- Other testings if any.
- Test pass certifications from the testing team.
    Guidelines documentation
- Code guidelines documentation.
- User guidelines documentation