# AWS Workshop Reviews (Mar 2021)

The SA Customer Engagements team is introducing a Workshop Review process to improve workshop content quality and security. This replaces the 2020 Tech Content 2.0 review process for workshops, and aims to help get your workshop published more quickly. This Word-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/view/AWS/Teams/SA/Customer_Engagements/workshops/).

## Future iterations

In 2021 we will be launching a [*Workshop Guardian* program](https://w.amazon.com/bin/view/AWS/Teams/SA/Customer_Engagements/workshops/workshop-guardians/), 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!)*

Workshop Author: *someone@amazon.com*

Workshop Guardian/Reviewer: *someone-else@amazon.com*

Workshop Review 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 |
| AWS Account Access |  |
| If the workshop supports using a customer’s own account, does the workshop describe how to create pre-requisite infrastructure (eg via a CloudFormation, CDK, SAM template, etc) with instructions on how to deploy it? |  |
| If the workshop integrates with Event Engine, does the workshop 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? 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 clean-up 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/link to 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 comment that this choice is deliberate? |  |

### External links and privacy

Workshop materials should be self-contained wherever practical.

|  |  |
| --- | --- |
|  | Yes/No/Comments |
| Are images and other single files (CloudFormation templates, individual code files, etc) contained within the workshop structure, either 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>) |  |
| Do all images used in this workshop have a [CC0 license](https://creativecommons.org/share-your-work/public-domain/cc0/)? |  |
| If the workshop references larger bundles of AWS-owned content (for example Lambda source code, sample data sets, etc), are these stored somewhere central like an Event Engine S3 bucket, or an AWS-owned Github Organization (AWS-Samples etc, see Open Source below)?   * Resources *must not* be hosted in individually-owned AWS accounts, individual Github accounts, etc. |  |
| Do links to any Youtube videos use the Hugo “Youtube” shortcode? (This allows us to enforce privacy-enhanced mode when linking to the content) |  |
| Are all included data sets comprised of fake data or open data sets held in places like <https://registry.opendata.aws/> (Third party data sets can be referenced in the workshop but should not be included) |  |
| Is the workshop self-contained? (Will the workshop function/can it be delivered if your personal accounts are lost) |  |

### Security

|  |  |
| --- | --- |
|  | Yes/No/Comments |
| Confirm the content does not reference any confidential information, internal tools, or internal-only jargon. (e.g.; internal Amazon systems, employee information, containment scores, etc)s |  |
| If IAM Users or Roles are created, do they have appropriately scoped policies? IAM principals should use AWS-managed policies unless there’s a specific need for a custom policy. |  |
| Do S3 Buckets restrict public access, either via *S3 Block Public Access* or an S3 Bucket Policy? |  |
| Do EC2 Security Groups restrict access to specific source IPs and ports? |  |
| Do RDS instances have Public Access disabled? |  |
| 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 sample code run using an IAM role that allows only required actions? |  |
| If attendees are asked to enter information, is this anonymised? Personally Identifiable Information (PII) should be avoided unless *strictly* necessary (for example testing SES may require the attendees enter a valid email address to receive an email). |  |

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

|  |  |
| --- | --- |
|  | Yes/No/Comments |
| If the workshop includes any AWS-created code (eg Lambda functions) does the code include a license? The [MIT-0 license](https://github.com/aws/mit-0) is a good choice for workshop sample code that is not intended for production use. |  |
| Third-party code should be referenced rather than included whenever possible, but when third-party code must be included that code's license must allow for Amazon/AWS usage and the workshop should include attribution. If you’re unsure, contact the Open Source team here: [https://w.amazon.com/?Open\_Source/Distributions](https://w.amazon.com/bin/view/Open_Source/Hello/) |  |
| If AWS-provided code *includes* any third-party code, are 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. |  |
| If the workshop uses or references third-party data sets, does AWS have the right to use those data sets 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> |  |
| If the workshop references AWS-owned sample code on Github, is the code 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. |  |
| Does the workshop avoid rhetorical devices that may be unclear to non-native-language 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 and Inclusion

|  |  |
| --- | --- |
|  | Yes/No/Comments |
| Do all images have accurate, descriptive alternate text?   * The IMG Hugo shortcode allows alternate text to be included. |  |
| Do images avoid red/green elements that could cause issues for people with colorblindness? |  |
| Do videos have (or allow for) subtitles? |  |
| Does the workshop content adhere to Amazon’s [Inclusive Tech Guidelines](https://w.amazon.com/bin/view/EE/Programs/Inclusive_Tech/Guidelines)?   * e.g.: Do not use terms such as blacklist/whitelist, master/slave, etc. |  |

### 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.*