# Documentation Alignment Initiative

## Overview

One goal of the documentation alignment initiative is to review the documentation available for users, engagement, site, VO and security administrators and training schools and identify areas where we can make more consistent, complete and aligned information

Another goal is to improve the structure and maintenance of the twiki web site itself. The existing twiki-based documentation is in a mixed state. Some *twiki* *webs* contain documentation from working groups in various developmental stages and degrees of quality. Some have been carefully reviewed and of are relatively high quality.

A third goal is to provide ways for dynamic comment and editing integrated into the information structure in order to enable the readership of the pages to make immediate contributions when they find missing, incorrect or misleading information as they actually read and use the web pages.

## Processes for Creation and Review of Documents

In the ReleaseDocumentation web, we have a framework for assigning “Responsibles” and assigned “Reviewers”. This is accomplished with twiki directives at the bottom of the document, and an automated summary page giving a snapshot. This framework should be reviewed, and processes around creation and reviewing better defined.

* Create process descriptions and associated policies

## “Documentation Hub” and Common Framework

The Documentation hub (i.e. the Documentation twiki web) is poorly organized and its maintenance is not sustainable since it points into documents from various webs and sometimes without respecting context of the source. The organization of this web needs to be properly factorized and put into a sustainable framework. It needs to reach into other webs, but in reliable way so that navigations to those dependent webs can be done with confidence. One way would be to provide in each web a tag that represents its quality. With Anne’s reassignment as iSGTW editor the ownership of this page has been orphaned.

* Find an owner or deprecate the page.
* Remodel Documentation web
* Define a system for tagging “certified” documents within webs
* Create common framework to align certified documents across twiki webs

## Annotating existing documents

Often times readers and users of the documentation will find problems or have suggestions feel comfortable editing the documents (especially new users, or users quickly working through an issue who may not have time to carefully make changes). We need an easy way for users of documentation to add comments without necessarily making significant changes to the material.

* Implement an user annotation tool/system that users can easily leave comments and includes: comment, name, date

## Removing stale documentation

A very significant problem is what happens as documentation ages – how and when to remove obsolete documentation. A plan and policy needs to be developed for this.

* Define plan for removing stale documents
* Define any policies or rules about removing stale documents

## Management of the Migration

Once all the above is settled for the common framework, annotation tools, and policies a migration of various documents in various twiki webs into the certified framework needs to managed. There should be an initial big put into the system from all sources, especially the following webs:

* Documentation
* ReleaseDocumentation
* Security
* Storage
* Education and Outreach