CMEP Resource Development Process Version 1, June 2013

Throughout this document, “CMEP team” means Lynne, Martin, Steve, Vicky; “CMEP contact” means one member of the CMEP team; and “contributor” may refer to a single person or to a group of people working together.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| CMEP team identify a resource that needs to be created. | → | CMEP team select contributor and CMEP contact. | → | | Contributor and CMEP contact agree on what will be created and when, and sort copyright and acknowledgement.[[1]](#footnote-1) |  | Contributor works on resource and sends it[[2]](#footnote-2) to CMEP contact. |  | CMEP contact ensures that resource is put on system and that any necessary images, interactivities, videos, etc. are created. |
|  |  |  |  | | → | → |
| Contributor offers to create a particular resource. | → | CMEP team select CMEP contact. | → | |  |  |
|  |  |  |  | |  |  |  |  | ↕ cycle as necessary |
| CMEP contact publishes resource at level 3, for comments and review. | ← | CMEP team approve resource. | ← | | CMEP contact publishes resource at level 2, for comments and review. | ← | CMEP team approve resource and finalise acknowledgement.[[3]](#footnote-3) | ← | CMEP contact sends resource[[4]](#footnote-4) to contributor for feedback. |
| ↓ |  |  |  | |  |  |  |  |  |
| CMEP team approve resource. | → | CMEP contact publishes resource at level 4, for comments and review. | → | | CMEP team approve resource. | → | CMEP contact publishes resource at level 5. |  |  |
|  |  |  |  | |  |  |  |  |  |
| **Clearance levels (n contained in n+1)**   |  |  |  | | --- | --- | --- | | 1. Work in progress 2. Internal team |  | password protected | | 1. Advisors and reviewers | | 1. Schools | | 1. Public – pilot |  |  | | 1. Public – final |  |  | | | | |

1. Default acknowledgement: entry on list of contributors, but not specifically attached to resource. In certain circumstances there is the possibility of acknowledgement as the author of a resource. If everyone agrees at this stage that the contributor will not be specifically acknowledged, then that cannot be changed later. [↑](#footnote-ref-1)
2. Need to agree technical guidelines and style guidelines for contributors. [↑](#footnote-ref-2)
3. Based on the review process, the contributor may or may not be acknowledged. [↑](#footnote-ref-3)
4. There are various ways to do this (by e-mail, publish site with just this resource, etc.). [↑](#footnote-ref-4)