

ADMINISTRATION PROCESS DESIGN

Project Name Community Meal Planner Forum

Date Last Updated March 23, 2021

Terminology Definitions

Forum A group of topics

Post A single comment made by a member of the forum

Topic A matter of discussion

Thread A post and it's reply posts

Functional Requirements

The administration process shall be the process that account holders go through to help lead and organize the application. It is a way for people to participate with more responsibility in the application. People who wish to help with the application can apply directly through a dedicated page

It would be best to upgrade to administrators based on recognition and participation; a portfolio of sorts: the person who wishes to help out more with the application must be an account holder with evidence of participation when answering questions, posting questions of their own, providing helpful content, and so on. The evidence shall be provided in the application for review. Existing admins shall decide as per voting process (not every admin to participate) whether to include the applicant in the leadership group.

This process shall proceed within the application.

Functional Requirements

No.	Description
Administration Process Requirements	
1	Administrators and account holders shall be able to flag posts for incorrect information, possible policy violations, or if they appear to be in the wrong place and need to be moved
2	Administrators shall be able to change the topics and sub-topics of a question should they not match the context of the question (or for other foreseeable reasons, like the member being unable to change these themselves)
3	Administrators shall be able to make announcements in the announcements thread *
4	Administrators shall review the applications of persons wishing to join leadership management. They may approve or deny the responsibility **

5	There shall be a notification system for administration applications and flagged threads/posts through which administrators may address requests.
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** Care should be taken that announcements related to application downtime, changes, polls, etc. and are not personal messages. Fellow administrators and account holders may flag announcements that don't fit in to the announcements group should they choose*

*** This requirement requires some further design and discussion: for the time being the administrators are assumed to be able to communicate through other messaging applications until this application has matured to include an instant messaging system or similar*

Possible Future Installments

Not included in the above is scoped improvements of the announcements thread. For example, announcements may be polls to vote on improvements to the application such as an increase of topics or subtopics.

As such, this document is subject to change with feedback received, as is the nature of the process.
