Roadmap to OSS execution

In this document we will define initial stages and its steps for a *new* open source project. With some descriptions of requirements to fulfill every step and an estimated day of completion.

Phase #0 Definitions

1. Define Public Organization Name (08/05/2016): we require to talk with the client @ Anthem about the public name of the Organization typically is the same name (Anthem), but in this case, “Anthem” is already used in GitHub.
2. Define Project Name (08/05/2016): we require to talk with the client @ Anthem about the name of the project.
3. Define Public and Private Repository Names (08/05/2016): we require to talk with the client @ Anthem about this. Typically, is the same name of the Project Name but depending in the case we should use a simplified version of the Project Name. Also to keep it simple, the Public and Private Repository Name should be the same.
4. Define Google Groups Name (08/05/2016): This name is the name previous to the …@googlegroups.com email address that opens the functionality of the mailing list.
5. Define Communication platform (chat) (08/12/2016): We need to decide for which technology to use. The candidates are: IRC, HipChat, Slack and gitter. I will provide a document where I describe all the technologies.
6. Define the project domain/name (08/05/2016): every open source project need to have an url for it to identify itself and to share information with the public, this could be our own url or a subdomain of github.io (recommended to have extra recognition).

Phase #1 Set Up

1. Setup organization in GitHub and Bitbuket (08/12/2016): This is the task of creating the organization. We are doing this because we are going to need the organization ready for multiple projects (as website, etc.) to have this ready we will need a credit card to pay the fees of the platform. For this, a document will be created to inform about the costs of each platform (in case that a previous organization is not created yet).
2. Setup the rest of the services of Atlasian (08/12/2016): we are planning to use confluence for internal documents and Jira for internal project management we also will need an account to pay the services fees.
3. Setup google groups (08/12/2016): we are going to use this service instead of a forum. Because it has all the needed functionality and the distribution method can be configured per user.
4. Setup Static File store for site files (08/12/2016): this is a bucket that can be called and configured to serve the static files of the web page. As a hosting solution. What is needed is access to a bucket of S3 or Google Storage, or a way of creating a new billing account for any of those services.
5. Setup the communication platform: this is the action of let ready the configuration for public and private usage of this tech. This configuration is highly dependent of which technology we decided to use in the phase #0.3. The worst case scenario is two weeks of work if we decide to setup an IRC channel in a mayor IRC service.

Phase #2 Initial Publishing

1. Publish a Welcome to the Google Groups (08/19/2016): is the first message sent to the forum/group that display information about the project.
2. Publish a Welcome to confluence (08/19/2016): this is the first message sent to the internal wiki where information about the project is displayed internally.
3. Publish basic site (08/19/2016): create a basic site (almost template) with the initial information about the project.
4. Publish basic site code to GitHub (08/19/2016): the code for creating the previous site, make it available in GitHub.
5. Publish a Welcome in the communication technology: this is to start the flow of information in the channel/room of the communication platform.
6. Publish the documentation (08/23/2016): this is the making available of documents that needed to be open for example:
   1. Government model.
   2. Tutorials for committers.
   3. Diagrams
   4. etc.