**xAPI Social Collaboration CoP Charter**

Experience API (xAPI) Community of Practice (CoP) charters, developed by each CoP, include the mission, scope, objectives, and other purposes of the group. This template will serve as a starting point with the expectation that the needs of your CoP, and therefore the charter itself, may change over time. Each CoP may add, edit, or remove information/sections to meet the needs of the CoP.

This document should be drafted, facilitated, and finalized by each CoP’s steering committee. The steering committee will be appointed at the initial meeting of the CoP.

Please note the following:

* Text surrounded by brackets [ ] should be updated to with your specific CoP name.
* All text included is optional and is as an example – you are not required to use any of the text shown in this template

**SOCIAL COLLABORATION COMMUNITY OF PRACTICE**

**CHARTER**

**Version [1.0]**

**Jan 7, 2015**

VERSION HISTORY

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Version #** | **Implemented**  **By** | **Revision**  **Date** | **Approved**  **By** | **Approval**  **Date** | **Reason** |
| 0.1 | Adity Gandhi | 01/07/2015 |  |  | Initial community charter draft |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

TABLE OF CONTENTS

1 Introduction.................................................................................................................... 5

1.1 Purpose of COP Charter........................................................................................... 5

2 COP Overview.................................................................................................................... 5

3 Justification.................................................................................................................... 5

3.1 Experience API (xAPI).............................................................................................. 5

4 Scope....................................................................................................................................... 5

4.1 Mission........................................................................................................................ 5

4.2 Goals........................................................................................................................... 5

4.3 Major ACTIVITIES & Deliverables.......................................................................... 6

4.4 Leaders/conveners.................................................................................................... 6

4.5 Steering committee.................................................................................................. 6

4.6 Membership................................................................................................................ 6

5 Assumptions, Constraints, And Risks............................................................... 7

5.1 Assumptions............................................................................................................... 7

5.2 Constraints................................................................................................................. 7

5.3 Risks............................................................................................................................ 7

6 Community Organization........................................................................................ 7

6.1 Roles and Responsibilities....................................................................................... 7

6.2 Stakeholders (Internal and External).................................................................... 8

7 Community Charter approval............................................................................ 8

# 1 Introduction

## 1.1 Purpose of COP Charter

The Social Collaboration Community of Practice (CoP) charter documents information required by decision makers to approve and support the activities necessary for a successful launch, cultivation, and sustainability of the Community of Practice. The CoP charter includes the needs, scope, justification, and resource commitments.

The intended audience of the Social Collaboration Community of Practice community charter is the community sponsors, senior leadership, and the community members.

# 2 COP Overview

A CoP is a group of people connected by a common cause, role or purpose, which operates in a common modality. CoPs are a way of developing new knowledge, stimulating innovation, and sharing knowledge. Communities of practice knit people together with peers and their outputs can include leading practices, guidelines, knowledge repositories, technical problem and solution discussions, and strategies. Each xAPI CoP represents a group of professionals, informally bound to one another through a common classification of xAPI vocabulary requirements and common pursuit of solutions to satisfy those requirements.

The Social Collaboration community of practice will work towards standardising the cognitive process that takes place in social context and can occur purely through informal activities online such as posting a comment, liking a status, participating in a discussion forum etc.

Our work will focus on following initial objectives:

The main objective of the Social Collaboration CoP is to:

·Identify use cases and explore different ways social activities are taking place and are evolving.

. Articulate a design profile to help track social activities, by way of xAPI statements.

·Create controlled xAPI verbs to help track the social activities within various applications consistently.

·Interlock, Collaborate, understand and keep up with the other CoP’s to keep consistent with the terms other CoPs are identifying and using.

# 3 Justification

## 3.1 Experience API (xAPI)

The xAPI specification was written to be flexible enough to meet the varying use cases of the eLearning community. This flexibility can lead to a degradation of interoperability if CoPs do not agree to certain conventions. These conventions and rules on how to use the xAPI can be decided upon by each CoP and applied to the base xAPI specification as profiles.

The xAPI CoPS will generate a controlled vocabulary lists and design profiles. Some xAPI CoPS may also leverage the work from external CoPs, depending upon the domain area.

# 4 Scope

## 4.1 Mission

To develop a controlled xAPI verbs vocabulary to help track the social activities within various applications consistently.

The new protocol of tracking learning events can be used to do much more than just that. We can use to track informal user experience, such as likes, comments, posts, file upload, tagging etc. There are ample of use cases that can be fit in with the Social Collaboration story and we hope to come up with consistent yet controlled terms.

## 4.2 Goals

The goals of the Social Collaboration Community of Practice are as follows: [tweak all goals as necessary for your CoP]

* + Develop a Social Collaboration CoP Profile for xAPI
  + Look for collaboration points with CoPs outside of Social Collaboration
  + Develop and support Social Collaboration best practices for xAPI
  + Develop Social Collaboration xAPI Controlled Vocabulary
  + Develop Social Collaboration Design Profiles
  + [additional goals]

## 4.3 Major ACTIVITIES & Deliverables

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **ACTIVITY LIST** | **START** | **FINISH** |
| **1.1** | Establish Community and Register with ADL xAPI Directory | Nov 2014 | Dec 2014- Done |
| **1.2** | Complete Community of Practice Charter | Jan 2015 | Done? Feb 2015 |
| **1.3** | Utilize Online Collaboration Tools: Calendar, google groups, webinars, etc. | Jan 2015 | Done - Jan 2015 |
| **1.4** | Participate in joint meetings | Jan 2015 | ongoing |
|  | Generate controlled vocabulary and design profile(s) | Feb 2015 |  |
| **1.5** | Provide CoP updates to ADL xAPI CoP | On going |  |
| **1.5** | Regular evaluations of CoP vocabulary | TBD |  |

## 

## 4.4 Leaders/conveners

· [Leaders/conveners will be responsible for leading the meetings and establishing an agenda and objectives for the CoP. The leaders/conveners will be decided by the steering committee. It is recommended that at lest two leaders are chosen for each CoP so that there is a backup person in case one can no longer participate or is absent. List the leaders’ names here.]

## 4.5 Steering committee

· [The steering committee will be appointed at the initial meeting of the CoP. The steering committee will have the following positions: meeting leader/convener, a technical lead, a documentation lead, and a communications lead. List the names below or insert a link to the Steering Committee page.]

## 4.6 Membership

* + Operate around the following governance principles: participation, transparency, responsiveness, consensus orientation, equity and inclusiveness, effectiveness and efficiency, accountability, and rules of engagement
  + Be open to all with an interest and who abide by community norms
  + Encourage the ongoing education of members and the deepening of expertise among members

· Members strive to create an environment of trust and to foster insightful, non-threatening discussion of ideas and experiences

· Members distribute leadership responsibilities and collectively share in the management of the community

· Membership and topics reflect Social Collaboration xAPI CoP and organizations

· Members agree to be respectful and use appropriate language in group discussions and to listen and respond to each other with open and constructive minds

· Members will not be afraid to respectfully challenge one another by asking questions, but refrain from personal attacks -- focus on ideas

· Members will participate to the fullest extent possible -- community growth depends on the inclusion of every individual voice

· Members commit to search for opportunities for consensus or compromise and for creative solutions

· Members will contribute to an atmosphere of problem solving rather than stating positions

· Members will attempt to build on each member's strengths, and help each other improve areas in need of further development

· [additional rule]

· [additional rule]

· [additional rule]

# 5 Assumptions, Constraints, And Risks

## 5.1 Assumptions

The following assumptions were taken into consideration in the development of this community. If any of these assumptions prove to be invalid then the community could face a possible risk.

1. There is an interest among [Domain Area] in forming a xAPI CoP.

2. There will be CoP members who take increasing responsibility for stewarding the success of the community.

3. ADL will support the time investment for their staff to participate in the community.

4. [additional assumption]

## 5.2 Constraints

The following constraints were taken into consideration in the development of this community.

1. The availability of members to participate collectively at a single unique time may limit the number of participants.

2. [additional constraint]

3. [additional constraint]

## 5.3 Risks

The table below lists the risks for this community, along with a proposed mitigation strategy.

|  |  |
| --- | --- |
| **Risk** | **Mitigation** |
| Community does not establish leadership or steering committee | [mitigation] |
| Community does not draw interest | [mitigation] |
| [additional risk] | [mitigation] |

# 6 Community Organization

## 6.1 Roles and Responsibilities

This section describes the key roles supporting the community.

|  |  |  |
| --- | --- | --- |
| **Name or Organization** | **CoP Role** | **Community Responsibilities** |
| Jessie Chuang (jessie@classroomaid.org) | Community Member | Person who attends the xAPI CoP meetings and activity contributes toward achieving its goals. |
| ADL (Persons TBD) | Community Sponsor | Person or Persons responsible for acting as the community’s champion and providing resources, direction and support to the team. |
| Adity Gandhi  [adityg@gmail.com] | Community Leader/Convener | Person or persons who runs the sets the agenda and facilitates the meetings. The leader/convener has specific accountability for managing the community within the approved constraints of scope and time to deliver the specified requirements and deliverables. |
| Laura Bunte  [bunte.laura@gmail.com] | Documentation Lead | Person responsible capturing meeting minutes and documenting the final xAPI controlled vocabulary, design profiles, and other written work required of the CoP. |
| Adity Gandhi  [adityg@gmail.com] | Communications Lead | Person responsible for establishing mechanisms for communicating with the CoP. This will include coordinating any forms of messaging or collaboration using tools or forums. |
| Bernhard Göschlberger [bernhard.goeschlberger@researchstudio.at] | Technical Lead | Person responsible for providing technical expertise in regards to data formats, web technologies, and programming. |

## 

## 6.2 Stakeholders (Internal and External)

A stakeholder is a person or organization – such as sponsors and the public – that is involved in the community, and/or that could positively or negatively impact the achievement of the community’s objectives, and/or whose interests may be positively or negatively affected by the execution or completion of the community. The table below shows the stakeholders currently identified.

|  |  |
| --- | --- |
| **STAKEHOLDER** | **REPRESENTATIVE(s)** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

# 7 Community Charter approval

The undersigned acknowledge they have reviewed the community charter and agree to launch the [Domain Area] Community of Practice. Changes to this community charter will be coordinated with and approved by the undersigned or their designated representatives.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |
| Print Name: |  |  |  |
| Title: |  |  |  |
| Role: |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |
| Print Name: |  |  |  |
| Title: |  |  |  |
| Role: |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |
| Print Name: |  |  |  |
| Title: |  |  |  |
| Role: |  |  |  |

[A1]Need to revisit the mission