**Proposed ANO application process workflow v0.4**

1 Marketing directs potential applicants to web page which provides more information and a link to the application section. The application section contains:

1. Primary contact information (name of entity, full name of primary contact and contact details i.e. e-mail address) together with a statement that no other personal information is to be provided at any stage of the application process.

2. Source of help with the application if required. This can be all or selected guides.

3. Application form proper

2 Contact information is to be held here XXXXX.

3 Upon receipt of application a Factomize page is set up. (by who?)

4 Following receipt of contact information an (automated?) e-mail is to be sent acknowledging the application. Primary contents of e-mail:

1. Thank you

2. Reminder of who to contact for help

3. Reminder to complete the application form proper

4. Statement about the set up of a Factomise page with a link to that page, explaining that it’s purpose is to facilitate the asking and answering of questions post submission

5. Statement about next steps and timeline

6. We look forward to receiving your completed application form

5 Candidate completes application form <https://docs.google.com/forms/d/e/1FAIpQLSdQw09uxVt82ZSoStKfcjOAG5bPeqz9qdswqZbKncGI3Tv6bQ/viewform?usp=sf_link>

and uploads when complete to their satisfaction. Factom help is provided during this stage.

6 Data from all candidate applications is gathered onto one Google Sheet <https://docs.google.com/spreadsheets/d/1lzClD87q2jEOk1gkkqmDRFiDJdOFWk3dIPnPUU86744/edit?usp=sharing>

This holds links to attachments which are stored in file Factom Protocol ANO Applicant Questions (File responses). This to be held on the Guide drive.

7 After completion of applications the applicants response is relayed back to them and confirmation sought in an e-mail to the primary contact. Primary contents of e-mail:

1. Thank you for completing the application form

2. Reminder of who to contact for help

3. Reminder of the Factomize page with a link to that page, explaining that it’s purpose is to facilitate the asking and answering of questions post submission

4. Statement about next steps and timeline

8 The Google sheet is manipulated to break the answers into sections where each section will have optional guidance on how to score and provision to record the score. From this two sheets will be created:

One for all Standing Parties with the non-technical questions <https://docs.google.com/spreadsheets/d/1yuMTwe4oVWL4BrcLD6OuTDKY0HxDvjH2DfeqQ-ySbXU/edit?usp=sharing>

One for the Guides and Testnet Admin with the technical questions <https://docs.google.com/spreadsheets/d/1aJjMSmvSYBi55VjLhqAYeZo3N6SHwu29qHmBHMQLRtQ/edit?usp=sharing>

9 The appropriate sheets will be provided to the Standing Parties plus Guides and Testnet Admin initially as a PDF extract per applicant for ease of reading.

10 The Standing Parties, the Guides and Testnet Admin will read the applicants responses and supporting material before asking the applicants pertinent questions about the Technical and Subjective aspects respectively, using Factomize.

11 The applicants responses to the supplementary questions will be captured using Factomize.

12 During this period a Factomize post will be produced which clearly reminds the community of six things:

a) The new scoring arrangements, whereby the Standing Parties provide 60% of the votes and the Guides provide 40% of the votes for the Non-Technical and Technical aspects respectively.

b) The fact that they are scoring on the basis of the responses to the formal questions, supplementary information provided via file uploads and answers to ad-hoc questions posed during the questioning period.

c) That the scores provided by the Standing Parties are to only cover the aspects defined in the Subjective 60% of subjects and the scores provided by the Guides are to only cover the aspects defined in the Technical 40% of subjects.

d) That two Google sheets provided are for comparison and marking purposes. The Standing Parties plus Guides and Testnet Admin will be required to make a private copy of these Google sheets prior to use. These are composite sheets with all applicant original data included, they are very valuable because they enable relatively quick comparisons across candidates.

e) That the PDF extracts and the Google sheets provided breakdown the scores into categories with recommendations for the marks per category but that this is only advisory.

f) That the Standing parties will be required to consolidate their score per candidate into a single number between 0 and 60.

13 Standing parties will enter the summary Subjective Score into the Factomize vote for each ANO applicant. (Taking into account the responses to both the original and the supplementary questions, the Standing Parties will mark the applicants submissions in relation to the Subjective aspects (60% of total). They will be able to make use of the Google sheet with provided guidance if they so wish.)

14 The Guides will enter the summary Technical Score directly into the the data section of this spreadsheet:

<https://docs.google.com/spreadsheets/d/17v9UaYev3WFzmSQCe0Za4FnH-Oq-A4rso3kD5MZVG1o/edit#gid=810694220>

Nominated guide(s) and testnet admin will mark the applicants submissions in relation to the Technical aspects (40% of total). They will be able to make use of the Google spreadsheet to produce a summary Technical Score. They will take into account the responses to both the original and the supplementary questions,

15 The resultant total mark for the Subjective aspects (60% of total) for each applicant ANO will be provided via Factomize which will enable an overview of progress. Example <https://factomize.com/forums/threads/scoring-test.1776/>

16 Once marking is complete the marks will be consolidated.

This is a manual process (until an extract is written) created by taking each of the above scorings by applicant and recording on the data section of this spreadsheet:

<https://docs.google.com/spreadsheets/d/17v9UaYev3WFzmSQCe0Za4FnH-Oq-A4rso3kD5MZVG1o/edit#gid=810694220>

(The policy agreed by the guides is that, given the newness of the process to the Standing Parties, marking is not obligatory. Such abstentions will be managed by calculating the mean score by dividing the total marks by the number of respondents, this is done automatically.)

Once the scores are input, per applicant. The Google sheet automatically calculates the mean scores for both the Technical and Subjective elements and combines them to create an overall numerical sore per applicant. This is then automatically ranked and transposed onto a summary sheet.

The summary sheet requires a manual final step of copying and pasting special, values, then sorting by rank and is explained in the spreadsheet. Any candidates with total scores less than or equal to 60 are highlighted in red.

At least two people are required to conduct this process which then needs to be compared and validated.

17 Consolidated marks to be submitted to Guides for review.

18 Guides to publish results on Discord in line with timetable.

19 Application information and marking is Factomized.

20 A lessons learned review is held.

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