

Subject: NOW four pieces of documentation

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CC: Mikael Fortelius <mikael.fortelius@helsinki.fi>

Hi,

we have been discussing documentation in several different contexts, let me summarize what's needed. Out of these, #3 is the most urgent.

1. A document describing current NOW inventory. It needs to be concise and readable for non-experts. It does not need to be public, and perhaps for safety reasons it should not be, it's for internal use.

It needs to list the systems of which NOW is running, where are different parts running (the database, the interface, the website, the code repository, all physical parts of NOW), who has access and competence to fix if something happens, what is backed up, how often, where are the backups, and who can restore.

This is the document we have been talking about for a while. If Laura comes back about description of NOW infrastructure, we are talking about the same document.

2. Updating the existing user documentation to reflect the developments that happened during the last few years. Especially, data entry conventions need to be updated. The treatment of synonymy needs to be described as well in the light of subfamily/tribe fields that have been added. The purpose of new tabs need to be explained, including automated display of mean hypsodonty, for instance, or how to use the scaling field of mesowear.

We did have specifications for development on slides, but those never made it to NOW website. Those should be a good source for the core information.

This is for public/users.

3. Instructions for running NOW, for internal use, for IT specialists. Jouni did a wonderful job in the last weeks, I saw the written document. The document Jouni produced may or may not be enough for running the current system, you call. Important is that, for instance, LUOMUS IT, a qualified student or IT worker in general could pick up the document and get oriented how to maintain the system, for instance, if you are away.

I would include document #1 (inventory of the system) as prequel to this document.

4. A proposal for the new NOW interface, a concise executive summary, if you will. Internal use. This will be a basis for discussing and deciding the new system. I would include the list of inventory (document #1) as a prequel.

The proposal needs to list concise arguments what of the current NOW infrastructure needs to be replaced and why. It needs to list proposed technical solutions and their pros and cons. It does not need to be complete, the parts that are open or unknown can stay open for discussion.

The proposal also needs to have a list of steps (again, does not need to be too detailed) following which the new system is to be implemented. We also need to estimate how much time (human hours? which skills?) and resources (money?) implementation of the whole system would take.

I'm happy and I will take part drafting it as I'm sure is Mikael and all the NOW management, the start is yours and you already have a system in mind. If you could write up a document summarizing your proposed system, we can initiate a broader discussion from there.

cheers,
Indrè