

VIVO Implementation Documentation Task Force

Completed



This task force has completed its work, resulting in new Implementation documentation for VIVO. Thanks to all the task force members!

Context

The VIVO Implementation Documentation Task Force is charged with improving the documentation pertaining to implementation, not just the technical aspect of the implementation but also project management ideas, data management ideas, community engagement ideas that are, or at least need to be, front and center in a VIVO implementation. A better overall approach to implementation documentation will help people understand what VIVO is and why they should be interested in implementing VIVO.

Please refer to the [Planning a VIVO Implementation page](#).

Objectives

1. How to successfully implement VIVO by engaging the community
2. Provide clear guidance to project management for VIVO implementation
3. Provide data management ideas and sample files to create basic structure of organizations, people, publications, grants, teaching activities, awards/grants, keywords.
4. Technical aspects of the implementation
5. Identify "pain points" or gaps in documentation that community members have experienced, and try to close those gaps
6. Explore whether we need another level of information for potential VIVO users/adopters who have not yet decided whether to implement VIVO.

Deliverables

The goal is to provide easy to use user's guide to VIVO implementation

1. Recommendations on how to engage the community
2. Best practices for project management of VIVO implementation
3. Best practices and standards for data management with sample files that enable creation of basic structure of organizations, people, publications, grants, teaching activities, awards/grants, keywords.
4. Best practices of technical aspects of the implementation

Suggested schedule

Develop charter	1.5 weeks	2015-03-30
Solicit members and schedule first meeting	2 week	2015-03-30 - 2015-04-14
Develop action items, assign to team members	4 weeks	2015-04-21 - 2015-05-19
Accomplish deliverables, preliminary review	6 weeks	2015-06-02 - 2015-07-14
Revise deliverables, final review	2 weeks	2015-08-07

Members

[Violeta Ilik](#) Northwestern University - task force lead

[Julia Trimmer](#) Duke University - member

[Damaris Murry](#) Duke University - member

[Jim Blake](#) Cornell University - member

[Paul Albert](#) Weill Cornell University - member

[Brian Lowe](#) Ontocale - member

[Alvin Hutchinson](#) Smithsonian - member

[Benjamin Gross](#) UNAVCO - member

Meeting Times

Weekly, Tuesdays at 2PM CT on Skype

Communication Channels

- Distribute proposed charter and solicit participation from community via appropriate mailing list
- Announce task force creation and progress on relevant Working Group calls.
- Create a page in the VIVO wiki (wiki.duraspace.org), with child pages for agenda, notes, and additional information

Agendas and Notes

- Solicit agenda items from task force members 3 days before meeting
- Prepare agenda and distribute no less than 24 hours before meeting

Use standard meeting agenda and notes format (see VIVO wiki Task Force Agenda Template (click --> [here for example](#))).