

## **Mission Achievement Process (#MAP)**

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**#DESCRIPTION** ([TOP](#))

**1. Process Overview** ([TOP](#))

The Mission Achievement Process, or M.A.P. for short, is a rudimentary forum-based workflow that uses hashtags to indicate participation in the process. It has an external document called the M.A.P. document (what you are currently reading) that functions as a collaboratively maintained platform and set of rules for how the M.A.P. operates. It is essentially a type of miniature organization designed to exist in the environment of an online public bulletin board such as vBulletin.

By using specifically formatted posts on the forum, in specified threads, using pre-defined and agreed upon hashtags, organizational functionality can be achieved and essentially "piggy-back" on the social platform provided by the chosen (or existing) forum software.

Typically, when a person joins a social network, like Twitter, or Facebook, they have essentially no real mechanisms for interaction other than everyone reading what everyone else posts and writes. There is "friending", and "liking", and other types of indirect "marking up" of content, but all these things are only directed at enhancing or guarding/protecting the content itself, not in achieving some agreed upon group action. Even in a full-fledged public forum on a vBulletin implementation or equivalent, there is rarely more organization than the simple fact that multiple user entities are adding information to the same public document (meaning the forum itself is a kind of document), in various loosely adhered to categories.

The M.A.P. provides a small set of rule mechanics and ideas to make the process and basics of group action easy to understand and learn, with the general aim of enhancing group action through better understanding "of" group action.

**2. The Activity Loop** ([TOP](#))

Time plays an integral part in the M.A.P. Because not everyone is online all the time, following a strict schedule of when things happen and having deadlines becomes even more central. Even if some people are always online or present, they might not always be the same people, so the M.A.P. shouldn't rely on people being present. Just like the forum is "always there", likewise, the M.A.P. should also have that quality.

The M.A.P. basically has a cycle of time it operates within. Initially, that cycle is one week long. Within that one week, certain things happen:

- A) Work is done according to the process.
- B) Process modification is suggested if a need is seen.
- C) The work done is recorded in a specific format for reporting.
- D) By consensus through lack of objection, any modifications to the process are accepted.
- E) The activity/time cycle starts again.

Let's look at a simple example in more detail. There is a tag for asking questions. It is the #ASK tag. The initial rules state that the group is expected to provide at least 3 #ANSWER tags with responses to an #ASK tag, even if they are simply agreeing with a previous #ANSWER tag.

The time loop (or "work week") starts on Sunday. Let's say Alice asks a question on Sunday morning:

**#MAP #ASK**  
**#TITLE**  
**Hey, how many people are using the M.A.P. so far?**  
**#SUMMARY**  
**(same as title)**

Note, that all M.A.P. posts start with the #MAP tag. Bob replies on Tuesday:

**#MAP #ASK #A1**  
**#ANSWER**

**Last report says just 5 of us.**

Carol replies on Thursday:

**#MAP #ASK #A1**  
**#ANSWER**

**+1 to Bob's answer**

David replies on Friday:

**#MAP #ASK #A1**  
**#ANSWER**

**Well, we got a lot of noise, maybe 3 or 4 that are commenting on the threads, but yeah, same as last week as far as who is actually participating.**

As you can see this is a very simple tag, with very simple rules. The "#A1" tag you see is a method used by map to track conversations and associated posts in a thread

(explained in the #RULES). If this was all that happened in the M.A.P. thread all week, the report, which is completed sometime after midnight the next Sunday, would show that 4 members participated, 4 posts were made, and only the #ASK type tag was used.

So you can see that if few posts are made, there is not necessarily a lot of time necessary to operate the system.

You may ask, "*Umm... we can already ask questions in a forum. This seems goofy.*" Yes, you can. But you aren't measuring it are you? In a regular forum environment, if no one answers it's considered normal, if numerous people answer, also normal. By tagging and reporting even mundane activity, the group has metrics that they can decide what to do with. Maybe we need more people answering. Maybe less. Maybe #ASK tags are taking up too much time. Maybe we need a new kind of category for certain kinds of questions. In order to act as a group, you must observe as a group. So the idea is that by applying structure to interaction, we have enabled a cooperative way to deal with interaction.

### **3. Why Hashtags?** ([TOP](#))

There isn't anything special about a hashtag other than the fact that it stands out within a block of text. By "tagging" your content according to an agreed upon system, you are effectively cooperating with others who are doing the same.

In order for a report to be generated for the M.A.P. each post in the designated M.A.P. threads must be gone through post by post manually (at first anyway, could certainly be automated in the future) and entered into a spreadsheet according to a certain format. To make it easy for the person doing this, hashtags are helpful. And the more efforts posters put into making their posts structured and readable the easier it will be to process the posts into the spreadsheet.

### **4. Achieving the Mission** ([TOP](#))

The M.A.P. is the Mission Achievement Process. Some might say, "*This is silly! We need to be doing big things. Mass demonstrations, getting people elected, fundraising! Not playing with hashtags on a forum!*"

This misses the point of the M.A.P. Thinking you should be more effective and more organized doesn't make you that way. You must start from where you are and become big, or else latch onto something that already is big.

The M.A.P. is about learning to organize the way your group wants to organize. Doing the things your group learns to do and agrees to do. If you even manage to ask questions cooperatively within the system provided by the M.A.P. then you have achieved something, even if it's something small. You've achieved a basic level of formal organization that you didn't have before.

In many social activism circles people talk about "education". We must "educate" people. But often they don't lack education in the big ideas, but the small ones related to

basic organization skills. So don't think that the M.A.P. is "organizing for the sake of organizing", but rather organizing for the sake of learning how to organize effectively.

**When you are big, yes, big things and big ideas are the mission of your organization. But when you are small, your mission is the organization.** Who are you? What are you doing? How will you start to do it? And for those in that situation of starting from scratch, M.A.P. is meant for you. And if you make even a small step in the right direction, the Mission Achievement Process has been successful.

## **5. What "Decentralized" Really Means** ([TOP](#))

A lot of grassroots type talk with throw around the word "decentralized". "We aren't top-down, we're bottom-up self-propelled activists who operate according to decentralized methods." Of course, most of the time this is gobbledygook but there is something to be said for the concept "decentralization".

To be decentralized means that each element in a system has roughly the same amount of power. That if multiple points fail, the entire system doesn't fail and can continue.

With a thing like M.A.P. some might say, "What if people disagree? Who decides who's going to do the work? What if I can't stand the people who are participating?"

Well, initially, everyone does all the work. "Officially" anyway. It might just start with one person, then two, then three or four. The idea is everyone does all the work and reporting and people are simply agreeing to act together inside the method, not necessarily cooperate with big projects but record what they are doing individually as a unit. Yes, you hope that coordination and cooperation get to the point of needing to divide labor and make things efficient by relying on people to do certain tasks and cooperate on projects, but that make take a while to figure out. Initially, you simply want to report as a group.

The main thing to remember is that it's a voluntary system and it's a system that can be implemented anywhere. You don't like the rules people have changed? People won't let you implement the rule you think will drastically improve things? You can split off and try it on your own somewhere else.

You certainly need good fertile soil in which to start a M.A.P. M.A.P. is obviously more suited for a place where people are wanting to cooperate towards some goal like a forum full of activists wanting world peace, and obviously will probably not work as well, if at all, in your average Twitter feed or Facebook wall where the primary objective is to gossip and pass the time.

A truly voluntary system is by it's nature decentralized. For such a system to work optimally, having optimal participants is an important ingredient. M.A.P. is decentralized in that it is truly voluntary, and everyone has all the information they need to simply start their own somewhere else, and change it how they see fit.

## **6. How To Get Started** ([TOP](#))

Using the M.A.P. in the beginning when no one has changed anything or developed the Mission section should always be an easy task. The schedule is pretty simple:

- Sunday starts the week.
- Monday by 8am the previous weeks report should be done.
- Any process modification ideas (see #MAPDOC) are due Wednesday by 6pm
- Any objection to those modifications need to be resolved by Friday 6pm
- Any time after midnight Saturday, you can do the weekly report.

"But what do I do!"

You can use the starting tags.

#MAPDOC is for changing this document (rules, mission, description)

#STAR is for volunteering to be a leader essentially

#ESCROW is for funding projects

#ASK is for asking questions

#EVENT is for drawing attention to a scheduled event

#ITEM is for anything you can think of. It is the catch-all generic tag. Want to be part of the M.A.P. but pretty much post in the forum same as you were before? Just post in the M.A.P. thread using the #ITEM tag.

#ADMIN and #README aren't detailed (other than counted) in the report but are for drawing the attention of moderators for thread maintenance issues (#ADMIN), and drawing the general attention of all users for other important information (#README). You can find the specific rules for each tag below in the rules section.

## **7. How To Get Ideas** ([TOP](#))

Don't overthink it. Remember, the initial goal is to focus on the organization rather than the mission. Get people working together and completing weekly reports. That's the first step. For instance, donating money to people who simply participate in creative ways might not help the overall mission, but it helps people understand the value of group action.

Simple things like sign waving rallies, art and video projects, can be excellent ways to get people excited about doing something together, and based on that spirit of cooperation hopefully the group can eventually act in ways more impactful to the mission later down the road.

In short, don't obsess about the mission before you've got people involved. M.A.P. is about building towards that lofty goal, but remember, the mission at first "is" the organization. So pretty much any creative suggestion, no matter how silly and frivolous the idea might appear with respect to the grand mission, might be quite important with respect to getting people motivated and involved in group action, especially action that is going to be recorded and measured using the M.A.P. system.

## **#MISSION** ([TOP](#))

### **1. The Official Prayer** ([TOP](#))

The Official Prayer of the M.A.P. shall be from the King James 1611 bible from the book of Matthew, Chapter 6, Verse 9 through 13, which reads as follows:

**Our Father which art in heaven, Hallowed be thy name.  
Thy kingdom come. Thy will be done in earth, as it is in heaven.  
Give us this day our daily bread.  
And forgive us our debts, as we forgive our debtors.  
And lead us not into temptation, but deliver us from evil: For thine is the kingdom,  
and the power, and the glory, for ever. Amen.**

## **#RULES** ([TOP](#))

### **1. The Genesis Rules** ([TOP](#))

#### **A) Starting the M.A.P.**

When a person posts to a public forum the following:

**#MAP #GENESIS**

and no existing M.A.P. exists, and a M.A.P. is within the public forums guidelines and/or terms of service, and is legal within the jurisdiction in which the public forum exists, a M.A.P. will be understood to have been started on the date of posting.

The body of the post should be a link to or reproduction of the master M.A.P. document.

#### **B) Reputation Reset**

The degree of anonymity provided by public internet bulletin board systems is a fertile ground for disrespectful and antisocial behavior, often to the detriment of the forum's missions and goals. At the same time, the longstanding themes and presence of well-known and perhaps long-time members can create a sense of community and organization where no real structure or organized activity necessarily exists.

In light of these realities, a new M.A.P. implementation should first and foremost be an effort to start fresh and be a step away from the old habits of internet anonymity and there should be a deliberate community effort to avoid unnecessary judgement for words and activities that took place outside any adhered to standards or agreed to mission parameters.

The M.A.P. provides a real process that strives towards real participation and results and a well-defined mission. While everyone's past actions and words make up who they are, the M.A.P. should be seen as a chance for even people who "said some things" in the darkness of internet anonymity to come into the light of transparency, cooperation and accountability and there should be a clear delineation between "pre-M.A.P." accountability and "post-M.A.P." accountability.

## **2. The Forum Threads Rules** ([TOP](#))

### **A) Intended environment for M.A.P.** ([TOP](#))

The M.A.P. is intended to be implemented on a public bulletin board system or forum with features on par with vBulletin Version 4.

### **B) Thread Naming** ([TOP](#))

The M.A.P. activity is intended to exist each day on a separate thread titled according to the following format:

**Official #MAP Thread for [3-Letter Month]. [Day Number], [Year]**

For example, Christmas Day, 2017 would read:

**Official #MAP Thread for Dec. 25th, 2017**

Work items can be split off from the primary #MAP thread voluntarily by the user (After starting them from the primary thread), or later by a moderator, if a need is apparent. The posts, however, shouldn't be "split" but rather "continued" in the new thread. The Work Items code should be made a part of the thread title according to the following format:

**Official #MAP [Type Tag] [Code Tag] Thread for [3-Letter Month] [Day Number], [Year]**

For example, the first work item on Halloween, 2017 which was started on the 8th post of the primary thread would read:

**Official #MAP #ITEM #A8 Thread for Dec. 25th, 2017**

### **C) Thread Editing, Merging and Locking** ([TOP](#))

To avoid confusion in reporting and decision making, every attempt should be made by a user to avoid editing a post and instead pointing out the correction in a follow-up post if it in any way would cause cascading issues or confusion.

If two users create a primary daily thread or a duplicate daily Item thread, an **#ADMIN** post should be created to ask the moderators of the forum to lock and modify the title appropriately. Threads should not be merged or split as this



changes the post index which is how work items are tracked and labeled. Duplicates should just be locked and labeled as duplicates.

Similarly, if a thread is incorrectly named/formatted, an **#ADMIN** post should be created asking that it be fixed.

Once the thread date has passed users should only post in the new day's thread (after midnight) and moderators should lock the previous days threads. If a user sees that they have posted in an old unlocked thread by accident, they should simply repost in the appropriate thread.

#### **D) Moderator Requests ([TOP](#))**

All thread maintenance activities; editing, locking, etc. should be requested in a post within the thread where the first line in the post only has the tag **#ADMIN**.

### **3. The Schedule Rules ([TOP](#))**

#### **A) Sunday ([TOP](#))**

12:00 AM: The beginning of a new reporting week. After this time reports from the previous week can be created, and ratings can be applied to the report from the week before.

#### **B) Monday ([TOP](#))**

08:00 AM: The deadline for consensus on previous weeks report.

#### **C) Tuesday ([TOP](#))**

Normal working day. No specific rules.

#### **D) Wednesday ([TOP](#))**

6:00 PM: The deadline for submitting any objectionable items.

#### **E) Thursday ([TOP](#))**

Normal working day. No specific rules.

#### **F) Friday ([TOP](#))**

6:00 PM: The deadline for any objections to be resolved. Any objectionable items whose objections are not resolved shall be moved into the next work week without its objectives being carried out in the current week.

#### **G) Saturday ([TOP](#))**

6:00 PM: After 6:00 PM, and not before, users can begin to volunteer and generally coordinate as to who will complete which parts of the weekly report.

#### **4. The Core Tag Rules** ([TOP](#))

##### **A) The #MAP Tag** ([TOP](#))

Any post that is not "noise" within the M.A.P. context should begin on the first line with the **#MAP** tag. It should precede #ADMIN, #README, and #ITEM tags as well as typed item tags together with their code tags. Only "noise" posts are expected to be without the #MAP tag in the M.A.P. context.

##### **B) The #ADMIN Tag** ([TOP](#))

The **#ADMIN** tag is intended to be used to alert forum moderators primarily of changes needed to M.A.P. threads.

Example:

**#MAP #ADMIN**

**Can we please merge the two October 25th threads. A duplicate was created by mistake. Also, #ITEM #25A6 is creating a lot of activity, can we split that content please.**

**Thanks!**

##### **C) The #README Tag** ([TOP](#))

The **#README** Tag is intended to be used to alert all users to something important. It could be related to server maintenance, or perhaps rule or mission changes that needed to be propagated efficiently. It should be used for mission critical alerts or widespread/consistent process violations and not for voicing of personal minority observations or for advertisements.

Example:

**#MAP #README**

**3 things everyone:**

- 1. Server will be offline Thursday for maintenance 12:00AM to 4:00AM**
- 2. Way too many users not including the #MAP tag at the beginning of posts. This makes thread recording more difficult!**
- 3. 2 people yesterday used the #README tag to tell people about their project. This is not what that tag is for! Review the #RULES.**

If only certain users are having trouble or consistently violating rules, you should use White Noise posts. Only when things seem to be more widespread in this regard should you use the #README tag. You do not want the users to get tired of reading #README tags and thus undermine the intent of the tag and cause them to miss out on important information.

#### D) The #ITEM Tag ([TOP](#))

The **#ITEM** Tag is the generic form of the typed tags. It is intended for general discussion and other content based work as opposed to work items that require a degree of expected coordination or format. For instance, discussing news items, brainstorming, and philosophical points related to the mission would all be good candidates for using the generic #ITEM tag.

Alternatively, excessive complexity is also a good candidate for an #ITEM tag. Sometimes a proposal or project idea is so unique and complex that it would be impractical to attempt to modify the M.A.P. rules to accomodate it. In this case, the unique rules and description of the concept would simply be included or linked in the #BODY tag of the item.

An **#ITEM** tag has three child tags: **#TITLE**, **#SUMMARY**, and **#BODY**. A post which starts an work item using the #ITEM tag must at least include the child tag #TITLE and #SUMMARY or it would be invalid.

**#TITLE** is required and should be no more than 200 characters. It should not be too obscure, but should instead give a general impression of the content. For instance, "Guys, what do you think of this..." would be a bad title, whereas, "Need feedback on a fundraising idea" would be acceptable though probably not ideal.

**#SUMMARY** is required and should be no more than 200 characters. It should get into specifics of what the item is about and generally trying to accomplish so that other users know how to respond if a response is in fact expected.

**#BODY** is not required sometimes the #SUMMARY tag is sufficient. There is no limit on the content of the body tag. However, this does not mean the forum should be filled with large amounts of reproduced content either. Wherever practical, the #BODY can simply contain a hyperlink. Hyperlinks should always be in the body tag. Hyperlinks should never be in the #TITLE or #SUMMARY tags unless the item in question is actually about a link (e.g. [www.libertylovers.com](http://www.libertylovers.com) is shutting down!)

Example 1:

**#MAP #ITEM**  
**#TITLE**

**California declares State of Emergency after Terror Attack**

## #SUMMARY

How do you guys feel about this? Do you think this is warranted, or is the Governor abusing this power, given the investigation has barely started?

Example 2:

#MAP #ITEM

#TITLE

Campaign Ad Created for Health Care Issue

#SUMMARY

I created some generic video content that can be used in a campaign ad for anyone who wants. Addresses AMA red tape issues. Let me know what you guys think.

#BODY

YouTube Link: [www.youtube.com/user/mycampaignad](http://www.youtube.com/user/mycampaignad)

## E) The Code Tag ([TOP](#))

The Code Tag is used to identify specific items, both the generic #ITEM tags and typed tags. The Code tag has a very specific structure made of of the day of the week code, and the post index at which the item was created on the primary thread for that date.

The weekday code is always one of: "A", "B", "C", "D", "E", "F" or "G".  
Therefore:

A = Sunday  
B = Monday  
C = Tuesday  
D = Wednesday  
E = Thursday  
F = Friday  
G = Saturday

The post index is not an item counter, but rather the position at which the item was created in the primary M.A.P. thread for that day. For instance, the first item of the day on October the 5th (a Thursday), might be created on post #1, and then the second item of the day wasn't created until post #23. Therefore the two codes would be **#E1** and **#E23**.

Items that are created each week should never be carried into the next week. If there is ongoing work related to a work item, it should be completely

reconstituted as if it was a new item and simply reference in the description that it is a continuation from a previous weeks item.

## **5. The Typed Tags Rules** ([TOP](#))

### **A) The #MAPDOC Type Item Tag** ([TOP](#))

The **#MAPDOC** is used to make changes to the M.A.P. master document. A #MAPDOC work item is started the same way a generic item is started with the #TITLE, #SUMMARY, and #BODY tags. Like the generic #ITEM tag, #BODY is not necessarily required if the M.A.P. document modification can be stated briefly (e.g. "In #RULES 5.A misspelled word "genneric" should be changed to "generic").

The #MAPDOC work item is an objectionable type. In order for a #MAPDOC objective to be carried out another user must respond to the item with an **#APPROVE** tag (equivalent to "seconding" a motion in parliamentary procedure). Any user (including the creator) can effectively block the intended objective of the #MAPDOC item by responding to the item with a **#BLOCK** tag. A #MAPDOC item is considered blocked if any users last response to the item is a #BLOCK tag. So a user can approve and then change their mind and block, or a user can block and then change their mind and approve.

If the creator decides to modify the #MAPDOC objectives based on feedback, they should #BLOCK their own #MAPDOC item and create a new one rather than annotating amendments in later posts. This will avoid confusion when observed in the future.

*If other users have different reasons for approving or blocking they should post them to communicate the overall perceived wisdom (or lack thereof) of the M.A.P. modification. Don't withhold comment simply because you see it will pass, or that it's already been blocked (assuming your reasoning is different). M.A.P. modification is highly important and special attention should be given to these work items.*

### **B) The #STAR Type Item Tag** ([TOP](#))

The #STAR tag is perhaps the most abstract but also a very important tag. It is intended to represent a users intention to be a leader for the sake of the mission of the M.A.P. and also as a candidate for functions associated with the #ESCROW tag.

Not everyone involved with the M.A.P. necessarily needs to have a public identity but there are certain activities that simply cannot be done without some member or members of the group being a trusted 3rd party to facilitate real world activities like hosting real-world meetings, running for office, collecting money, etc.

There is no set format for someone who posts the #STAR tag, but what they are signifying is that they are willing to put themselves out there and be accountable

to the group of users involved with the M.A.P, that they are willing to be transparent concerning their real-world life and their real-world beliefs as much as any candidate running for office would, or an entrepreneur looking for investors. The general participants in the M.A.P. should be critical and watchful of those using the #STAR tag as the tag demands attention and carries with it credibility.

Participants who use the #STAR tag should be self-driven and should be creative in their use of it and, in general, strive to exhibit and refine the qualities needed to fulfill and strengthen the mission and spirit of the M.A.P.

### **C) The #ESCROW Type Item Tag ([TOP](#))**

The #ESCROW type tag is intended to help create a standard process for how small, but common, money related projects are handled. It is meant to work in conjunction with the use of the #STAR tag to help the group identify trusted members who can act as third party intermediaries between people who want to help the group by contributing financial resources but don't necessarily want to be 100% public, and people who receive money. The #ESCROW tag is started the same way a generic item is started with the #TITLE, #SUMMARY, and #BODY tags.

An #ESCROW project works in a couple stages. The first stage is when the #ESCROW creator comes up with a project and tries to find a sponsor. After the initial posting, potential sponsors (people who will handle the money and determine whether conditions are met by the receiver(s) of the money) should volunteer their services.

Once a sponsor has volunteered and the #ESCROW item starter has decided to use them, the latter should post the #SPONSOR tag along with his #ESCROW tag. Once the money has gone to the #ESCROW person, the sponsor should post a #FUNDED tag along with the #ESCROW tag. Now the entire group knows that the money is actually in play, and not simply promised. That ends the first stage.

The initial #BODY tag should contain all the conditions for disbursement of the money, and also any deadlines.

The second stage involves members fulfilling the conditions of the #ESCROW item. When the conditions are fulfilled by one or more parties, payment should take place within 7 days. If the deadline is reached and all or part of the money is not dispersed to other members, the remaining funds should be returned to the #ESCROW item starter within 7 days.

### **D) The #EVENT Type Item Tag ([TOP](#))**

The #EVENT type tag is a simple tag intended for recording significant scheduled events to a central group calendar. An #EVENT work item is started the same way a generic item is started with the #TITLE, #SUMMARY, and #BODY tags.

The #SUMMARY tag should include date, time, and location while the #BODY tag should also include a link to the group calendar being used along with any detailed information.

#EVENT items should be responded to only for discussion purposes. If the scheduled event in question is cancelled or moved to a different time, location, or place a new #EVENT post should be created.

#### **E) The #ASK Type Item Tag ([TOP](#))**

Even as simple as the M.A.P. intends to be, the minimal complexity is still somewhat overwhelming. New users and even existing users confronting rarely used or newly implemented features should never feel like they are "in the way" by asking questions with regard to the rules or the mission or even "meta" questions about what people think of the idea. In light of this, the #ASK type tag is intended to be a highly promoted tag type that encourages anyone and everyone to #ASK whatever questions they have.

In response to an #ASK item, users should make sure that each one gets at least three #ANSWER tagged responses. They do not have to be unique answers, though they might be. If you agree with the first answer but it is the only one, you should chime in and agree and so should someone else until at least three replies have been given.

### **6. Data Entry Rules ([TOP](#))**

#### **A) Overview ([TOP](#))**

In order to generate reports from tagged forum post data, the posts must be entered into a spreadsheet (or equivalent application) according to a specific format. The data entry can be done daily, once the threads are locked, or, if not that much information exists, once a week. This is only recommended. Since the threads should never be deleted, reports for past weeks can be generated any time in the future.

#### **B) General Format ([TOP](#))**

The first spreadsheet column should simply be a numbered index. A single post should represent a single row in the spreadsheet. All typed tags should include at minimum a #TITLE, #SUMMARY, and ideally at least one #RESULT tag. The content accompanying these tags along with fixed identification data such as username, date, post index, etc. are then recorded. The bulk information contained in forum posts is not meant to be recorded, but rather the user seeking

for more in depth information and analysis should refer to the threads themselves and use the entered data and reports as maps and directories.

Post counts in the reports should be compared with thread lengths to verify completeness and accuracy.

### **C) Fields ([TOP](#))**

The fields in the master data entry spreadsheet, along with descriptions of what they represent and any validation are as follows:

#### **THREAD\_CODE**

[REQUIRED]

This field should hold either the thread code (e.g. A2) or, if the post is in the primary thread for the day, the word "PRIMARY".

#### **DATE**

[REQUIRED]

The date of the post formatted YYYY/MM/DD

#### **TIME**

[REQUIRED]

The time of the post in 4 digit military time. (e.g. 9:33 PM would be 2133, 12:06 AM would be 0006)

#### **USER**

[REQUIRED]

The forum username of the post author.

#### **POST\_INDEX**

[REQUIRED]

The post count of the post when the forum thread is viewed in linear mode in time ascending order. The original post would be 1, the next 2, and so forth. Should always be a positive integer greater than zero.

#### **POST\_TYPE**

[REQUIRED]



One and only one of the following, without punctuation and in all capital letters:

**MAP**  
**ADMIN**  
**README**  
**NOISE**

The first three are actual used tags in the M.A.P. system, while the NOISE entry is entered to indicate that the post had no tag. It was either a mistake, done by a user not participating in the M.A.P. or by a participant who doesn't want the post included in the data (for instance, to correct another user about a process).

### **TAG\_TYPE**

[OPTIONAL]

One and only one of the following, without punctuation and in all capital letters:

**MAPDOC**  
**STAR**  
**ESCROW**  
**EVENT**  
**ASK**  
**ITEM**

Note that these are not just to be entered for "initiating" posts, but also for child posts that have code tags.

### **HAS\_PARENT**

[OPTIONAL]

One and only one of the following, without punctuation and in all capital letters:

**Y**  
**N**

"N" means that the post initiated a new work item. "Y" means that it is a child of the former.

### **CODE**

[OPTIONAL]

The item code of the post. Should be capital letters and digits 0-9 with no spaces or punctuation.

## TITLE

[OPTIONAL]

The first 200 characters of content associated with the #TITLE tag in the initiating post for this item. It should only be entered when entering an initiating post.

## SUMMARY

[OPTIONAL]

The first 200 characters of content associated with the #SUMMARY tag in the initiating post for this item. It should only be entered when entering an initiating post.

## RESULT

[OPTIONAL]

The first 200 characters of content associated with the #RESULT tag in the post for this item. **Unlike the #TITLE and #SUMMARY data entry, every #RESULT tag content you see should be entered, as the report will highlight the last one entered.**

## 7. The Report Rules ([TOP](#))

### A) Overview ([TOP](#))

Every week, the members participating in the M.A.P. should create a report based on a spreadsheet of data coded from the primary M.A.P. threads. This report should contain user counts, post counts, in aggregate, separated by day, and also some basic reporting/counting of typed item sets.

### B) User & Post Counts Report Page ([TOP](#))

The User & Post Count report page should include the following data:

User Counts for M.A.P. posts.

User Counts for all posts (includes #ADMIN, #README, and noise)

Thread Counts (Includes Primary with separate item threads)

Total Posts

Total Posts for only M.A.P. posts.

Total Posts for #ADMIN

Total Posts for #README

Total Posts for Noise

Total Item Sets

Total Items

Unique Users for the week along with post counts

### **C) Item Viewer Report Page ([TOP](#))**

The Item Viewer report page should include the following data:

Total set counts for each typed M.A.P. tag

Total item counts for each typed M.A.P. tag

For each item set parent, include the following:

- Tag Type Name

- Thread Post Code

- Post Count for the set

- Original Title

- Original Summary

- Final Result

### **D) The #RESULT Tag ([TOP](#))**

The #RESULT tag should be used with any typed tag where some sort of resolution is expected like the #ESCROW, #ASK, #ITEM, and #MAPDOC tags.

The item creators should make sure they post a #RESULT tag in a forum post before the end of the week. Like the #TITLE and #SUMMARY, it should be kept to 200 characters. The report will highlight the last #RESULT tag entered as that will be assumed to be the most correct and up to date result of the item in question.

## **8. The Homework Rules ([TOP](#))**

### **A) Minimum Expected Effort ([TOP](#))**

All members should make an effort to make at least one M.A.P. post per week.