Website Standing Committee Year-End Report

January 2022

Executive Overview

The primary focus of the Website standing committee was to maintain the SEA website and ensure that all information was accurate and timely. The committee achieved most of its goals for 2021.

Purpose

The continuation of the Website standing committee was established by the Software Excellence Alliance (SEA) at the 2021 Annual Summit with the following purpose and goals.

Purpose: Maintain, improve, and extend the SEA website
Activities / Goals / Outputs:

- Establish operating procedures for the Alliance website; create mechanisms for continuous review and renewal
- Keep the information on the website up-to-date and add functionality as needed
- Curate resources on the website, especially course materials, reading materials, processes, etc. (including output of the working groups, e.g., templates, logos, principles, etc.)
- Better integrate the Google Drive and website
- Update Wikipedia articles on PSP, TSP, etc. to be accurate and to point to the SEA website (This goal was not achieved.)

Members

The standing committee was chaired by David Stein. Other members were Fernando Jaimes, Julia Mullaney, and Marsha Pomeroy-Huff. Also, a huge thanks goes to David Tuma, who provided a substantial amount of technical leadership and support at critical junctures.

Updates

What We've Done. Added a website section entitled "What We've Done" to summarize SEA annual accomplishments.

Join the SEA. Simplified and automated much of the "Join the SEA" capability to ensure that potential new members get a timely response from the website. Worked with the Membership and Networking standing committee to streamline the new member process.

Accurate Up-to-Date Information. Kept the website up-to-date as to SEA leadership, active and completed working groups, and corporate members.

Support for Tech Talks. Included posts for all upcoming and past Tech Talks. Past Tech Talks included links to the slides, meeting minutes, and YouTube recordings.

Navigation. Included a link to the SEA Google group for ease of navigation.

Related Groups. Keep links to related groups up-to-date and accurate. Coordinated with the Membership and Networking standing committees.

Infrastructure

The working group met weekly and used the Working Group Infrastructure provided by the SEA to effectively and efficiently manage our operations. We used Google Drive to share all documents, including the Status Tracking files, meeting minutes, and interim/final products. Most communications were through Google Group and/or an email alias that archived all emails and allowed us to easily schedule meetings. Our group leader regularly reported on our work status at the monthly SEA meetings. In essence, the working group operated based on the principles that underlie the Alliance and our commitment to quality and our Credo.

Platform and Tools

The website was built using the website building platform **Wordpress** in conjunction with **Divi**, which is a popular Wordpress collection of tools and themes.

Maintainability

We improved the process for updating the website to ensure that all changes go through personal review and team inspections. As maintainability is important to the working group, Megan Pugh provided a number of tutorials specific to our needs. They are listed below.

- Basics for Changing Text and Elements on Your Pages Using Divi
  https://www.loom.com/share/1fe6fdb4acc147a5b2b398cfcc2103f6
- Creating an Upcoming Meeting/Tech Talk Post Using a Template
  https://www.loom.com/share/71d25f3246d54ecf95ee714063866c2a
- Turning an Upcoming Meeting/Talk into a Past Presentation
  https://www.loom.com/share/f8785cbd6f224c45ad00ea0509afe28e
- Uploading Information to Media Library to Add to Courses (for Julia)
  https://www.loom.com/share/80483361b76f4748ba6d78348e4b8dd3
- About Active Working Group and Completed Working Group Post and Join Form
  https://www.loom.com/share/2b201f955cf847ca9ebbb0e16ed8ef08

Conclusion

The primary focus of the standing committee was to keep the website up-to-date, accurate, and free of defects. We achieved that goal this year.