



HOW TO: CREATE A PROJECT GLOSSARY



What is in the Create a Project Glossary Guide?

This guide shows you how to create a project glossary. A project glossary defines terminology (terms) for team members to understand and communicate effectively within the scope of your project. By implementing a glossary, you will reduce confusion and onboard new members faster.

Alternatives or Things to Know?

Throughout this document, we will refer to Hack for LA as HfLA

A project glossary is a subset, or “child”, of the [HfLA: Glossary](#), the Hack for LA Parent Glossary.

A project glossary defines project-specific terms, while the HfLA: Glossary defines general terms that all HfLA members may encounter. There should be no duplicates between a project glossary and the HfLA Glossary.

Inside the project glossary you are about to create, you will have an opportunity to suggest new terms (as you need them) for the HfLA: Glossary.

Prerequisites For Using This Guide

Before starting, you should have:

- Access to the [HfLA: Glossary](#)
- Access to the [\[PROJECT NAME\]: Wiki Glossary Draft Template](#)
- A Google Drive for your project and a place to put the template

If you are missing any of the prerequisites, please see the [Troubleshooting](#) section.

What Is Google Sheets?

You can read more about Google Sheets at their website workspace.google.com/products/sheets

How To Use This Guide?

This guide is in beta. The instructions below still need to be tested. Please provide comments on this document and if you don't have edit access to do that, please leave them in the issue <https://github.com/hackforla/knowledgebase-content/issues/54>

Step 1: Check For a Preexisting Project Glossary

Check if your team has already published or started a preexisting glossary. If yes, continue to Step 2. If no preexisting glossary exists, skip to [Step 3](#).

Step 2: Review The Preexisting Project Glossary

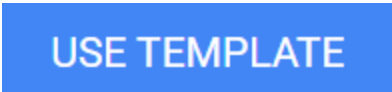
Check if the preexisting glossary for your project matches the Project Glossary Template ([\[PROJECT NAME\]: Wiki Glossary Draft Template](#))

If true, continue to use it to add project specific terms and terms that are globally useful at Hack for LA., see “Step 2: Input Terms” and “Step 3: Review” below for details about how to put in new terms and make sure the terms are not duplicates.

If your existing project glossary does not match the template, then continue to Step 3.

Step 3: Copy the Template

- i. Open the [\[PROJECT NAME\]: Wiki Glossary Draft Template](#) link and click the button



USE TEMPLATE

- ii. Go to **File** -> Select **Move**
 - a. Move to your team’s project drive from your “My Drive”
- iii. Go to **File** -> Select **Rename**
 - a. Rename from “[PROJECT NAME]: Wiki Glossary Draft” to replace “[PROJECT NAME]” with the name of your project

You now have a template glossary ready to be customized for your project. Proceed to Template Instructions.

Template Instructions: [PROJECT NAME]: Wiki Glossary

Follow the steps below to customize the glossary for your project.

Step 1: Update Your Project Information

Update the square bracket headers in both *Project Glossary (input)* sheet with your project’s information.

	A	B
1	[TEAM LOGO]	[Project Name]

This should update and *Glossary-All terms (HfLA & Project)* title automatically

	A	B	C
1	[TEAM LOGO]	HfLA and [Project Name] Glossary	

Step 2: Input Terms

In the sheet *Project Glossary (input)*, check to see if your terms are already in the glossary, and if not enter your new terms and fill out its corresponding columns.

- **Term** - The new term
- **Alternative terms** - Other terms if applicable
- **Description** - Define the term
- **Official Link** - Web link to the description
- **Links to where term appears** - Web links to where the term appears in your project
- **Proposed Description** - Updated description if necessary
- **CoP** - Community of Practice that the term belongs to
- **Peer Reviewer Questions and Feedback** - Leave blank for your project lead
- **Final** - Leave blank for your project lead
- **Sign Off by Org** - Leave blank for your project lead

Step 3: Review

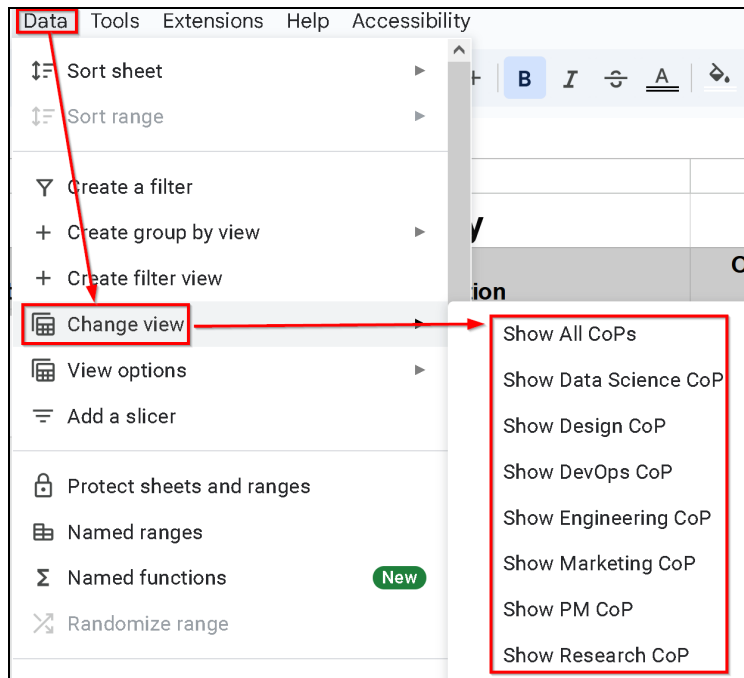
Review all the terms in the sheet *Glossary-All terms (HfLA & Project)*. This includes all preexisting HfLA glossary terms and any new terms in the sheet *Project Glossary (input)*.

Note any terms highlighted in **red** are duplicates - they already exist in the HfLA glossary and should be deleted from the sheet *Project Glossary (input)*.

Blocker
Blocker

Tip

Glossary-All terms (HfLA & Project) can be quickly filtered by CoP:
Go to **Data** -> Hover over **Change view** -> Select your desired CoP.



Step 4: Submit for Approval

Once you have added all of your terms, you can submit the glossary to your project lead for approval. They can use the columns “Peer Reviewer Questions and Feedback & Final” for your project lead's approval.

Step 5: Update Guides Team

Please notify the Guides Team when the glossary is finalized. Copy the *Project Glossary (input)* sheet's URL and send it to the #admin Slack channel with the text “[Project Name] has created a glossary we want to link to the HfLA Glossary”.

TROUBLESHOOTING

- If you can't see a link that is in this guide, don't ask for access via the document message itself. Post a message in the Guides channel with details (your project, your email address, your role, the name of the document, and link to the document, and why you want access).

Guide Authors

Peer created guides are an important part of Hack for LA's Culture. Help us to make it better by posting any comments directly next to the content.

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