Dash Incubator Proposal Owner

Service Bounty Specification

Bounty: https://trello.com/c/pjOIKxyc/100-dash-incubator-administration

1 Overview

This doc defines the requirements for the 'Dash Incubator Proposal Owner' Service Bounty.

The goal of this bounty is to take the role of the owner of the Incubator proposal that to-date has been informally managed, and formalize the tasks & responsibilities required by that role into a Service Bounty, to conform to the newly implemented Incubator Rules, in terms of having all work for the Incubator specified, formalized and rewarded as a Bounty administered within the system in a transparent and incentivized way, and so the role could be easily transferred if needed.

2 Requirements

The Proposal Owner (PO) role has various tasks they need to perform on an ongoing / cyclical basis as follows.

2.1 Proposal Management

The PO will submit a new Proposal for Incubator funding every 3 superblock cycles (roughly 3 months) that presents the case for further funding of the Incubator that secures funding.

This will include:

1. Preparing proposals including determination of the funding amount, submitting them within the time limit for voting during that phase (and paying the proposal fee from the Incubator wallet),
2. Writing descriptions for the proposals and publishing them on DashCentral.org and DashNexus.org.
3. Answering community questions relating to the Proposals to help MNOs make a decision on their vote.
4. Providing information to help public auditing as needed.
5. Providing public updates on the Proposals as needed.

2.2 Fund Management

The PO will manage a Dash Wallet to receive Proposal funds and be responsible for custody of those funds, and create transactions according to the Incubator Rules as follows:

1. Perform custody of the Fund Wallet and take adequate steps to hold funds securely, including off-site backup accessible by a designated 3rd party, although not be liable in the case that the funds were hacked or stolen or otherwise lost.
2. Sending Dash transactions to award Claims approved by Admins, and Admin fees, within 14 days of approval of each claim.
3. Enacting and accounting for all transactions from the Fund Wallet as per the funding rules.
4. Ensuring that all accounting information for Awarded Claims is correct and up to date

2.4 Service Management

The PO will manage various services that require single-user authenticated access and/or billing services as follows:

1. Renewal and hosting of the Incubator's primary domain (DashIncubator.app)
2. Overall administration & management of the Trello Team / Trello Board / Billing & paying the Business Class account / Security policy
3. Managing Trello membership and signing up new users
4. Moderation / oversight on the #DashIncubator channel of the Dash Devs Discord

2.5 Strategic Management

As per the Phase 4 Proposal that introduced the first version of the formalized Incubator Rules, there are some responsibilities that require centralized oversight of the operation of the Incubator and guidance of it's strategy, until the Incubator is mature enough to decentralize this role as follows

1. Managing / Approving changes to the Incubator Rules
2. Guiding / oversight on the Incubator's strategy
3. Representing the Incubator (as PO) in public communications
4. Mentoring / guiding Incubator Admins and Users
5. Supporting onboarding of new users (including introductions, group calls, explaining and guiding on processes)
6. Management & review of Admin performance (and appointments / removals) and arbitration of disputes
7. Oversight of Bounty system data (ensuring Admins & the bounty's they own are correctly adhering to the Incubator Rules and moderating) and directing Admins where actions

need to be taken (e.g. moderating processes not being followed, missing information, stale / overdue bounties, reviewing actions on tasks, decisions taken, pricing decisions and overall quality of Admin work)

8. Maintaining / curating the Bounty Ideas list and helping users to create & get new Bounty's started

3 Production Tasks

It's recommended that the Bounty Owner (the Admin for the bounty's card) set a single monthly recurring production task as follows:

1) Proposal, Fund, Services and Strategic Management (November 2020) (X Dash)

Estimated reward: 10-20 Dash

4 QA Process

It's recommended that the Bounty Owner (BO) check the following criteria in assessing claims.

If any of the criteria fail the QA assessment the BO can decide to penalize the claim with a reduction of part of the rewards relating to that part of the criteria at the BO's discretion and by stating the reasoning with the claimant and considering any extenuating circumstances via discussion with them.

It's recommended that a formal QA process isn't required each month unless there are obvious problems, either way this is at the discretion of the BO to decide if a QA Task(s) that output a formal QA report is necessary on any given month (or to award the claim as it stands).

QA Item	#	Criteria
Proposal Management	1	If a Fund Proposal was due within the current month as per the 3-superblock cycle, the Proposal was submitted on time to the network and descriptions published on DashCentrals.org and DashNexus.com and was passed by the network (proposal submission and/or voting was due/concluded during the current month).
Fund Management	1	Funds were held securely (funds are still available)
	2	All awards for Approved Claims were sent to the correct party's within 14 days of approval of each claim
	3	Accounting information for all awards was accurately entered into the Awarded Claims sheet
	4	All payments from the Fund Wallet were relating to the entries in the Awarded Claims sheet (the wallet wasn't used for any other purposes and all transactions are tracked via bounties as per the Rules).
Service Management	1	The DashIncubator.app domain was available for the task period
	2	The Trello Board was available (with Business Class advanced features) for the task period
	3	All new signup requests were processed (the users commenting on the Signup card on Trello were signed up as members of the board)
	4	The #DashIncubator channel on the DashDevs discord was available and effectively moderated / supported during the task period

Strategic Management	1	Any Incubator Rules changes / requests were assessed and managed (approved or not approved)
	2	Effective representation of the Incubator, for example answering pertinent questions on the progress of the Incubator's operations, strategy, or helping to provide information for public audit
	3	Effective mentoring / guidance for Incubator Admins, for example ensuring Admin's grievances / complaints are heard, or resolving issues with disputes with or between Admins
	4	Effective mentoring / guidance for Incubator Users, for example helping new developers to onboard, answering questions to explain how the Incubator works and how to use it
	5	All new users were onboarded successfully
	6	Admin issues were resolved
	7	Bounty data is correct at a high level
	8	Any New Bounty Ideas were tracked and added to the Ideas list