

Working Group Overview:

Content Publishing Workflow and Lifecycle

Aim (goal / purpose)

Design and specify and oversee the implementation of a common
content governance model (publishing workflow and lifecycle) in LocalGov Drupal.

Domain (area of authority)

[Clear definition of the remit, area of authority, assumed responsibilities and activities]

- Gather and document evidence of user needs from more than one council.
 - Include optional functionality regarding devolved versus centralised.
- Apply the design process to the user needs.
- Define user stories with acceptance tests.
- Liaise with technical developers to generate estimates
- Prepare work for a given sprint.
- Test and accept the work.
- Write documentation for the feature

People and Roles

Members:

- Finn Lewis (Agile Collective)
- Will Callaghan (Cumbria County Council)
- David Siddall (Waltham Forest Council)
- Oliver Hannan (London Councils)
- Ben Hills Jones (Croydon Council)
- Maria (Agile Collective) [Guest]
- Richard (Agile Collective) [Guest]

- **Leader:** David
- **Facilitator:** Finn
- **Note-taker:** all?

Notes on roles: roles rotate every three months or thereabouts (to be decided)

Leader pays attention to the aim and domain (operations) of the working group and its members, reports to wider team as needed

Facilitator facilitates working group meetings, pays attention to equivalence during meetings, prepares agenda for working group meetings

Note-taker makes sure meeting notes are taken, supports planning of agenda, keeps track of all documents of the circle / working and ensures they are stored logically

Time commitment / availability

x hours per week per person?

- Finn (2 hours per week)
- Will (3 hours per week, 1 for a weekly meeting and 2 for other)
- David (3 hours per week, 1 for a weekly meeting and 2 for other)
- Oliver (2 hours per week, 1 for a meeting and 1 for other)

Meeting schedule

Weekly, Friday 10:30am - 11:30am

Time limit

Aim for the working group to be wrapped up by:

- August 2021
- Will: Hoping to do smaller chunks of MVP work sooner. Motivation to get something done and test the process.
- David: aiming to go live with Waltham Forest in November, so would like some

Communications

Slack channel: #product-content-lifecycle

Documents: [Content Publishing Workflow and Lifecycle](#)

Task management

Useful links

[Design process](#)

https://miro.com/app/board/o9J_lHm9M2s=?moveToWidget=3074457358913546602&cot=14