*Collective**One*

[Web Application User Manual](#)

This document provides an overview of the features of the CollectiveOne web application, hosted at www.collectiveone.org.
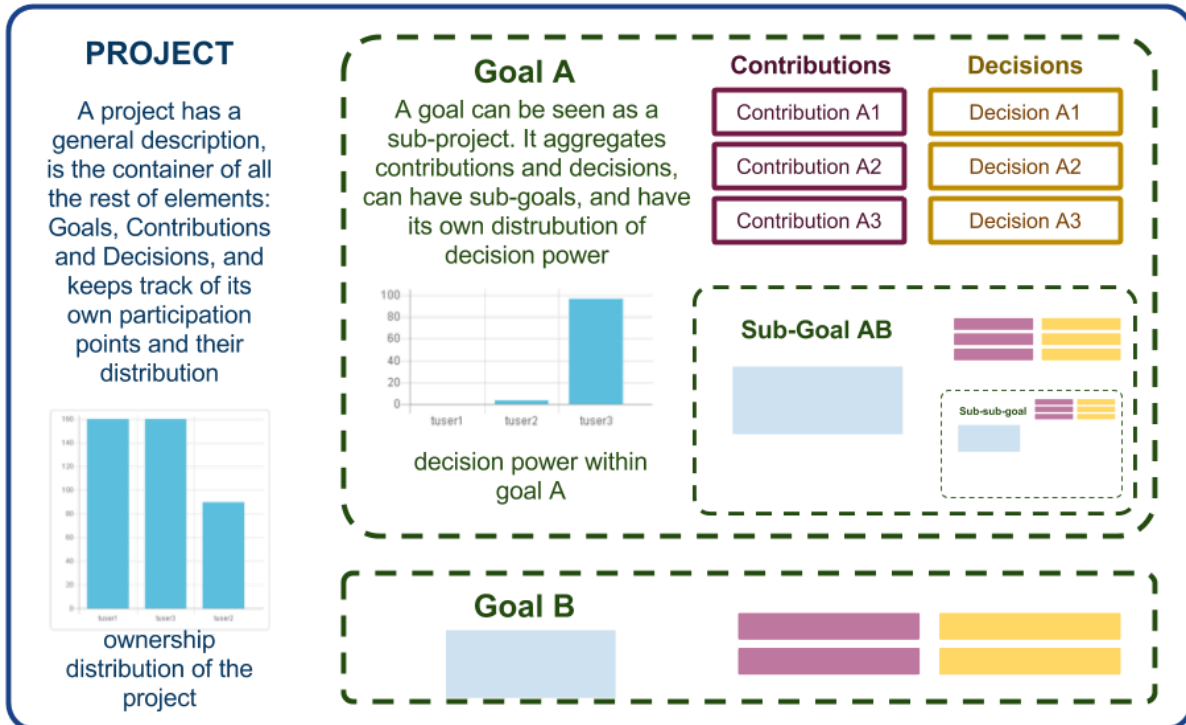
Basic elements

The CollectiveOne web application allow the users to create projects and develop them with the help and contributions of others. Each project has its own set of participation points which are given to participants in exchange of their contributions. To achieve this, each project is composed of the following elements:

- **Goals:** Goals can be hierarchical and provide a view of the objectives of the project. They should help the participants of a project to agree on the "north" direction, at all levels. Goals can be seen as the *desired place* to which the project wants to arrive, and can be decomposed into sub-goals multiple times. More importantly, contributions are grouped around goals. High level goals can be seen as project "milestones", while low level goals could coincide with project "stories".

- **Contributions:** Contributions are specific in-kind inputs (tasks) that are requested to achieve the goals of the project. Typically, several contributions will be identified for one goal. Contributions specify the *actual work* to be done and can only be assigned to one participant (for the moment), so it's good to think of contributions as "gigs" of a few days or less. Contributions are designed to be done in exchange of participation points. While goals are used to define *where* the project wants to go, contributions are used to actually arrive there.

- **Bids:** Bids are offers made by participants to a given contribution. Any user can bid to perform a contribution by specifying the amount of participation points he/she expect in return. If the bid is assigned and accepted (see below), the participant will receive that amount of participation points.

- **Decisions:** Decisions are behind the scenes on everything as nothing in a project can be decided unilaterally by any participant. Decisions are created by the platform *automatically* and are used to accept or delete goals and contributions, and to accept/reject bids, therefore controlling the assignation of participation points. *Custom* general purpose decisions can also be created and used by project contributors to take open and collective decisions on any matter.
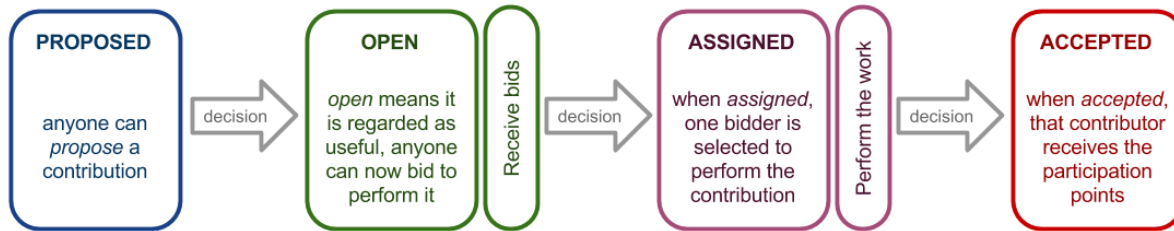
Project structure and basic processes

Each project is composed of goals, contributions bids and decisions. A general structure of a project may look as below
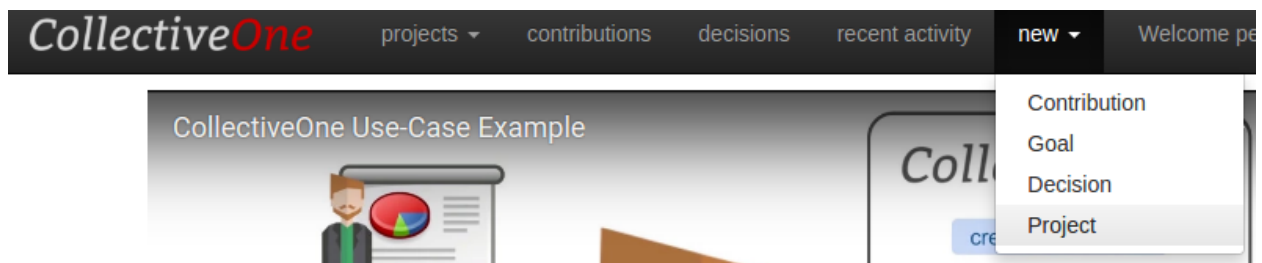
PROJECT STRUCTURE

The core process in CollectiveOne consist in creating contribution items, which are then performed by the contributors in exchange of participation points. This is achieved as a staged process in which each contribution has a life-cycle and passes through different states, starting when it is first proposed, and ending when the contribution is finally accepted. The process and the different states, are described below.

LIFE CYCLE OF CONTRIBUTIONS

Project Creation

Project creation is currently restricted to pre-authorized project as the platform is under development.

To create a project go to **new** ↦ **Project**, select the name (it can't have white spaces) and provide an overall description of the project.
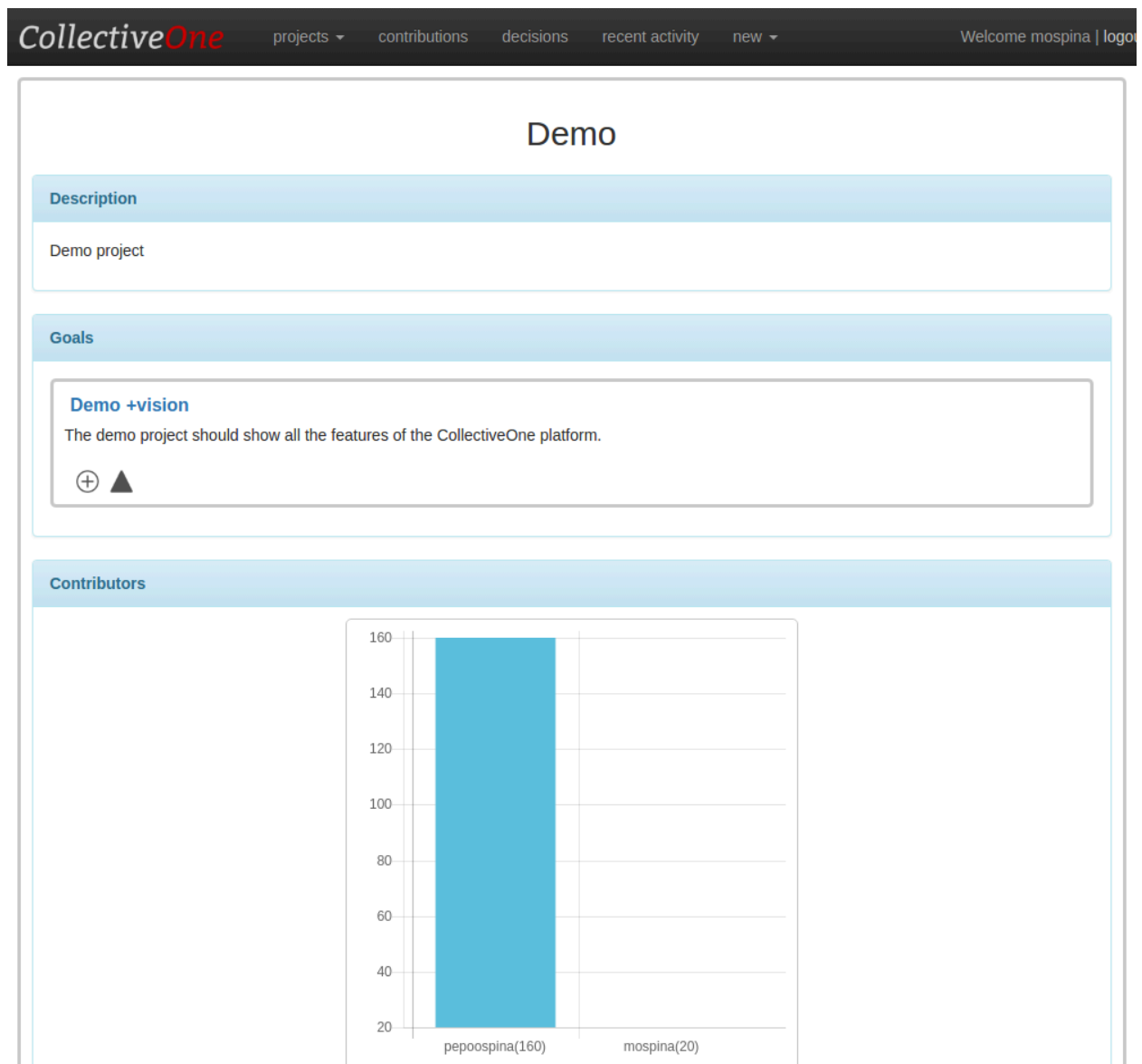
You can select the amount of initial participation points in the project which will be assigned to the project creator by default, and you can also add other initial contributors. The initial number of points is arbitrary as new contributions will receive new participation points and won't be subtracted from the existing ones.

Each project must have at least one goal, which shall be created at project creation. To this end, select a goal tag (an id made only of characters and bars "-") and provide a description of the goal. You will be able to create and delete goals later (hopefully also to edit them soon), once the project has been created.

Project Page

After you create the project, the project summary page will be under
www.collectiveone.org/views/projectPageR/Demo

The project will then have to be manually added to the **projects** ↦ **Demo** tab. Please contact CollectiveOne to add it.
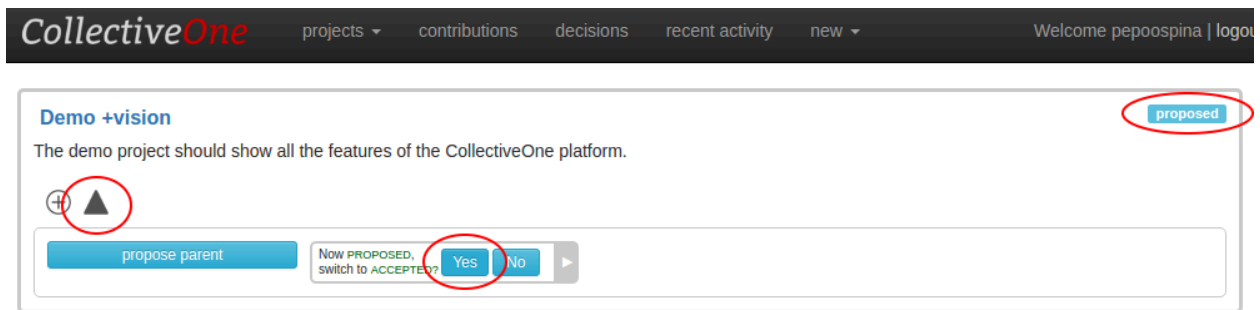

Goal Creation

To create a project go to **new** ↦ **Goal**, and

- Select the project in which you want to create the goal.
- Chose the goal tag. It should be short and can't have white spaces.
- Optionally, chose the goal parent tag. This only makes sense after the second goal is created.

- Provide a description of the goal.

Goals are first created in "proposed" state and must be then "accepted". To accept the goal, a "collective decision" is used.

Click on the triangle below the goal description to *control* the goal, and decide to accept the goal by clicking on the "yes" button. If you have the majority of participation points in the project your decisions take effect immediately (actually after ~5 seconds), otherwise you should wait for others to help you decide (see below).

Contributions Creation

After you have created at least one goal, you can start the development of the project by identifying contributions for others to perform in exchange of participation points. You can create a contribution by going to **new** ↦ **Contribution** or, from within a goal page, by clicking on the "new" button found below the goal description, in the contributions box.

To create a contribution:

- Select the project in which you want to create the contribution.
- Select the goal to which the contribution will be associated.
- Provide a title and a description for the contribution.
- Specify the product expected as outcome of the contribution.
- Suggest an amount of participation points to be asked in exchange of performing the contribution. This is only a suggestion and bidders can change it at the time they bid.

Contributions starts also in "proposed" state and must be accepted with a collective decision before participants can start bidding. Each contribution has a dedicated page you can reach by clicking on the contribution title.

In the contribution page you can:

- Edit the contribution before it has been accepted.

- Control the contribution by deciding to accept it, in case it is under "proposed" state, or delete it, in case it is under "accepted" state.
- Discuss about the contribution using comments threads.

Bids Creation

Once a contribution is accepted, participants can start bidding on it. For the moment, anyone in the platform (even from other projects) can place a bid on any contribution. To place a bid, go to the contribution page and click on the "bid to this contribution".

You can place the amount of participation points you want in exchange of making that contribution, provide a description of the work you will perform and specify a delivery date. If you are not sure about how much you will ask, you can mark the bid as "considering it" and place the amount later.

Prepare a roadmap

▲
0 Prepare a roadmap of the project and udpate this document.
▼

suggested bid: 10
in Demo
created by pepoospina 8 min ago
Current state: OPEN

Now OPEN, switch to DELETED? Yes No ▶

+vision   **product:** google doc

show comments

new comment

bid to this contribution

bidder: pepoospina

considering it   offer now

10   B I 🔗 🔍 Preview   ⤢

I can prepare a first draft of the
document.

01/05/2017

submit

current bids:

Bids are first "offered", and can be then "assigned" to the bidder with a collective decision. Once assigned, no other bids can be done for that contribution.

pepoospina
100% in Demo

10.00   I can prepare a first draft of the document.
OFFERED
created 0 sec ago   to be delivered in 1 days

Now OFFERED, switch to ASSIGNED? Yes No ▶

mark done

Once assigned, the idea is that the bidder will perform the work and, afterwards, will mark the bid as "done".

The bidder can confirm or reduce the amount of participation points he or she ask. This feature is there to cover cases in which, for some reason, the bidder was not able to perform the work as expected.

Once the bid is marked as done, another decision is used to finally "accept" the bid. **At that moment the bidder receives the participation points in the project**.

Decisions

Automatically created

As you have seen, decisions were used to accept goals and contributions that are proposed, and to assign and accept bids to those contributions. Each decision was automatically created by the platform, and a small box was provided to help users interact and influence the decision.

These small boxes provide a summary of the decision effects on the left and two buttons to let the user decide yes or no. It looks like this:

Each decision has, however, a dedicated page. To reach it, click on the white triangle at the right of the decision box.

The dedicated page includes additional information, allowing users to follow the decision progress and discuss about it by providing and backing arguments.

Reaching a verdict

Decisions starts in "idle" mode and remain in "idle" mode until a participant influence the decision for the first time by deciding yes or no.

After this moment, the decision engine of CollectiveOne will reach a verdict in less than 36 hours (this is expected to be updated), even if no one else influence the decision. If more participants influence the decision and coincide, the verdict should be reached faster, while if their dissent, the verdict should be extended.

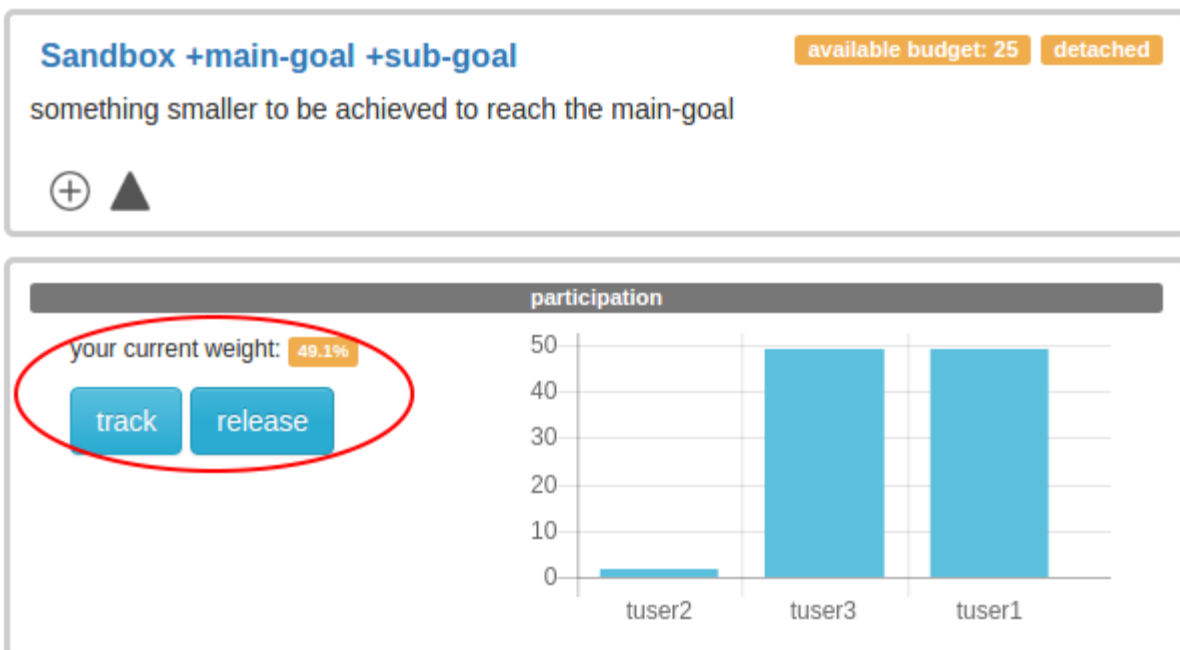For custom decision, the time window can be specified.

Custom decisions

You can create custom decisions by going into **new** ↦ **Decision**. To create a custom decision simply select the project and provide a description of the decision. Notice that the description should lead to a clear yes/no answer. You can select the maximum time window used to reach a verdict on the decision.

Goals voting weights

Each user can control their voting weights within a given goal by visiting the goal page. Two possibilities are currently available:

- "Track" the goal, in which case the weight of the user is tha maximum weight given by their participation points.

- "Release" the goal, in which case the weight is set to zero, and this decisions are taken (hopefully faster) only by those which active weight within the goal.

Goals detachment and budgets

Overview

Subgoals can be temporarily detached from their parent goal and assigned a budget of participation points. This is a way in which the project contributors can agree, in advance, the relative value they want to assign to each portion of the project. At the same time, budgets can be increased at any time.

Once a goal is detached (has a budget assigned to it), the pps of the contribution items created under that goal (and under all its attached subgoals) will be extracted from the budget. If the budget is not enough, the participation points will not be assigned once the contributions are accepted but until there is enough budget.

Goals detachment should make easier for contributors of the project, which are not directly involved in a given goal, to release their voting rights within that goal.

Once a goal is detached, the **voting weight of all contributors of the project is automatically reduced** for each decision that is taken but in which they didn't participate. Users can always recover their voting weight manually if they want.

Detach

To detach a subgoal, visit the subgoal page, click on the control button (triangle) and select detach, choose the assigned budget you want to propose and click go. At this point the detachment process starts as a proposal, and a decision item is used to accept it. The decision uses the voting weights of the parent goal.

Note that the budget of a detached goal will be extracted of the parent (or closed grandparent) goal that is detached and has budget, or will be created (minted) in case all parent goals are attached.

Increase budget or reattach

The budget of a detached goal can be increased at any time through a decision, however, the decision realm is that of the parent goal, therefore involving other contributors. In addition the goal can be reattached to its parent, relieving its contributions from having to limit to the goal budget.

Signup Authorization

Signups must be preauthorized to try to keep one real person behind each user, at least until the platform is more mature.

Any user can make the pre-authorizations of signups but he/she must contact us to let us know that they are interested (disabled by default to respect privacy). This is useful if a project wants authorize new users without having to wait for us.

Once you are enabled as a referrer, any interested user can select you to send the signup request to your registered email. Signup authorization is then made simply by clicking on a link on that email.

Recent activity

To follow the latest events on a project, go to the Recent Activity tab. You can filter the activity by project using the filters button.
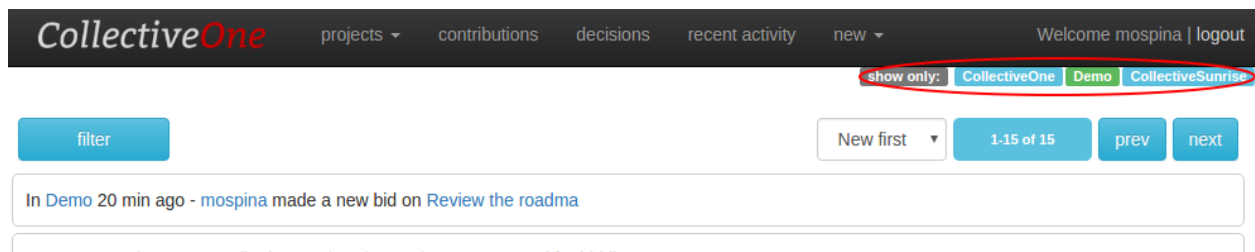
Email notifications

Notifications are very basic for the moment. However, email notifications can be sent on a per-project basis. This option will send an email for every new item on the "recent activity" tab to which the email address is subscribed.

Subscription has to be done manually for the moment. Please contact CollectiveOne to enable it.

Active projects

To filter your experience in the platform by seeing information of only one, or just a few, projects, you can enable the projects you want to see in the "show only" section at the top right corner. Your selection will be stored during the session.

Contributions browser

You can see a list of all the contributions in CollectiveOne through the Contributions tab, and filter the contents based on different criteria. By default, only proposed, open or assigned contributions are shown.

You can filter the contributions by

- Project, selecting/deselecting the projects you want to see.
- State, selecting/deselecting the states you want to see.
- Keyword: which provides basic search functionality by showing contributions having the keyword in the title or the description.
- Creator, by selecting the creator username
- Goal, by selecting the goal (if you select sub-goals, the contributions of the subgoals are also included)
- Contributor, which is valid only for accepted contributions.

Another way to browse decision is from the goal structure. To browse contributions by goal, go to the project page and select the goal you want to explore. The contributions created in that goal (and its subgoals) will be listed below the goal description

Decision browser

The decision browser is similar to the contribution browser. Just notice that only custom decisions are shown by default as the rest of decision are easily reachable from the object they affect (goal, contribution or bid). To show all the decisions including the automatic ones, click on the filter button and enable the "show automatic decisions" option.

Reviews

Once a bid has been accepted, it is possible to add reviews to it. For the moment, any participant can review any bid.

To review a bid, go to the contribution page, click on the "show reviews" button and click on the add review. Select the rate between 1 and 5 stars and provide additional comments.

User page

Each user has a dedicated page which provides a summary of the user activity in CollectiveOne. It shows the level of participation of the user in different projects, and provide a list of the contributions that have been done by that user.

If the user has received reviews for their work on a given contribution, these reviews are also shown in the contribution list.

pepoospina

Projects

100.00% of JieMaps with 100 of 100 pp's

88.89% of Demo with 160 of 180 pp's

84.79% of CollectiveOne with 2695.5 of 3179 pp's

Contributions

[filter]   [New first ▾]   [1-15 of 102] [prev] [next]

Prepare a roadmap

▲
0   Prepare a roadmap of the project and udpate this document.
▼

+vision   **product:** google doc

★★★★★ made by mospina on Wed Jan 04 2017
The roadmap prepared by pepoospina is very clever and is going
to be of great use for the project development

in Demo
ACCEPTED

contributed by pepoospina
for 10 pps

Create project Demo

▲
0   Start contribution
▼

in Demo
ACCEPTED

contributed by pepoospina
for 150 pps