



DLF Website Additional Working Group Use Cases

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Introduction

This document is a companion to DLF Website Use Cases (6 May 2008) developed to shed more light on the potential uses of “working groups” on the new DLF website. Use cases A-L can be found in the original document. We pick up here with M, though we reproduce B and I since they are related directly to working groups.

In the original use cases we used “group member” to describe a working group member, a board member, a committee member, or a member of the DLF staff sharing internal documentation. In more recent conversations the term “working group” has acquired a broader meaning itself. What once described only groups who worked together on various DLF initiatives now can also be more generically applied to the DLF Board, members of committees, and so on. In other words, a “working group” is any group that works together.

We envision a website with the ability to provide any such working group with some collaborative workspace. Items created or shared in this collaborative space may be limited in access only to group members or may be made available to site members or the public.

These new use cases describe just a few ways these “working groups” might be used.

Use Cases

A use case describes how actors interact with the DLF website to achieve certain goals. Each narrative provides a feel for how the interactions play out. The illustrations accompanying some narratives provide a more general overview of the same case.

Note, all these “private” spaces on the DLF site are actually “working group” spaces or “workspaces” that follow the same model. They include a group of members, provide shared space for communication and collaboration, and provide a way for the group to keep access to portions of their work restricted to group members, if that is desired.

B. Working group member uploads draft for peers

Jason, an employee of a web 2.0 company that is not itself a DLF member, is a member of the social software working group (SSWG) of DLF. The SSWG has been developing guidelines for the use of folksonomies in library systems and Jason was pulling together the latest draft. It is ready for his colleagues in the SSWG to review and edit, so Jason logs onto the DLF website in order to upload the draft for comment. He prefers to use the DLF site for this feedback since he knows all the other members of the working group have access to the document there and can leave paragraph-level feedback for discussion. While in general he likes to keep the draft “clean” and separate from the commentary, he does want more direct drafting help with an appendix that will list example sites with interesting folksonomies. He puts the draft of this appendix onto a new page on the SSWG wiki so that others can expand the list. Jason is relieved that these draft documents will only be seen by other working group members. He has made some pretty sensational claims which he imagines the group may dial back, but he really wanted to get their juices flowing, and releasing an aggressive draft should do that.

I. DLF Board member reviews prospective membership packet

Wonka University has been invited to join DLF and has submitted a packet of material for the DLF Board Membership Committee to review. DLF staff scanned and uploaded the documents into the private DLF Board Membership Committee area of the website. Suzy, a library director on the committee, logs in to her account to review the material and leave comments. It is so much easier to evaluate potential new members now that a portion of the review can be done online, supplementing phone and face to face meetings.

M. Posting minutes of a meeting

Sarah is the secretary of the Wetlands Project Initiative team. The WPI just held an eventful meeting and she has the notes written up as a Word document on her computer. She knows she could upload the Word doc to the shared file area of the WPI's workspace on the DLF site, but she would rather not collate any changes that team members might send her. So, instead, she copy's the text out of the Word doc and pastes it into the WPI's workspace wiki as a page with access allowed only to team members. As comments and changes come in, she makes minor edits to the minutes. After two weeks, she changes the access restrictions so that any DLF member can view the completed minutes.

N. New task force formed

At the Fall Forum a group of DLF developers decided to form the Bibliographic Bluegaze Search task force. The BBS will be working on a new standard for distributing searches across a wide range of engines and assembling the results. George, the nominal leader of this nascent effort, informs DLF staff that they need a workspace to conduct this work. Jaime creates a new BBS workspace and makes George the administrator of it. She sends George an email with the URL of the workspace and reminds him that the first thing he should probably do is enlarge the associated BBS group to include all the other members of this task force. George adds four members to the workspace, but notices that a fifth participant in the meeting, Edna, does not have an account on the DLF website. He generates an invitation from the workspace admin module that helps Edna create her account on the DLF site and automatically then adds the new account to the BBS workspace. George spends a few minutes writing a basic opening statement for the BBS workspace homepage, and then sends a copy of the URL to all the participants via the "bbs@groups.dlf.org" list that was automatically generated by the workspace. He is happy that DLF could provide his task force with a place to do their work so quickly and efficiently. For now, the shared email list and discussion board will be where most of their work happens, but he is certain that as work progresses the wiki space and shared file area will also come in very handy.

O. Organizing a meeting

Edna has been tasked with organizing the second face to face meeting of the BBS task force. She starts by creating a wiki page for the meeting in the BBS workspace. She includes all the logistical information she has at hand, since the meeting will be at her university, and adds placeholders for the rest. She shares the URL of the new page with task force members, but she also knows that it will appear automatically as a "recent addition" on the home page of the BBS workspace. She realizes the agenda will need a bit of discussion and so creates a page for that as well. Since the task force hopes to involve others in this meeting, she goes ahead and makes reading and editing these pages accessible by anyone who has an account on the DLF website.