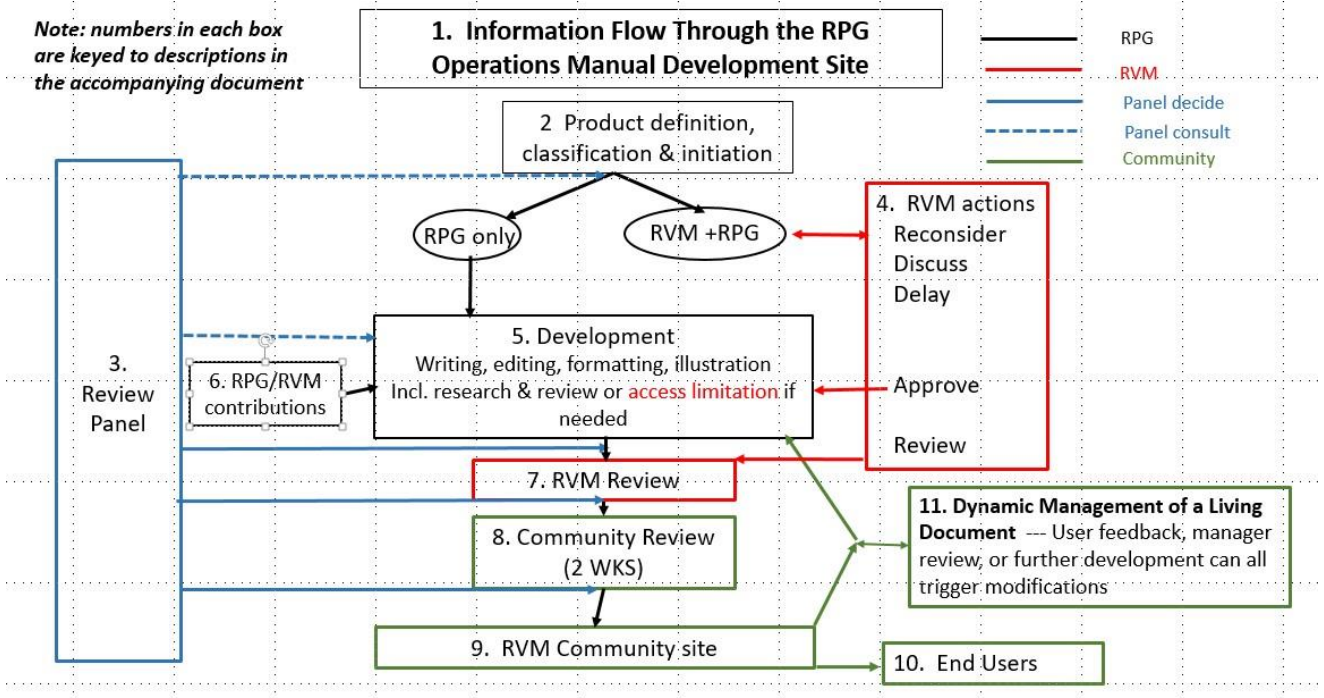


1 Manual Overview 02-22-22: **Procedures and operations v2**

2 Manual preparation will use a “modified Wikipedia” approach. Community input
3 will be solicited during the development period of a topic or tile, and accepted at
4 any time. Products will be posted for use when RVM and RPG review procedures
5 (described below) have been completed.

6

7 **Document flow and review procedures**



8

9 **Product flow key**

10 Explanation of “Review Panel:” **Editorial Review Panel:** Two or (preferably) three
11 people would serve as Review Editors, working with the Editor to decide when a
12 product is in final draft, ready for last external review followed by release to the
13 community. They would also advise on specific review needs and assist with
14 evaluation of external review comments. As a result of their system familiarity they
15 would also be able to do periodic evaluations and serve as backups for the staff.

16 **Key:**

17 1. Numbers correspond to the numbers in the boxes on the flow chart
18 schematic, showing the paths and milestones of a Manual “product” (typically but
19 not necessarily an information tile or set of tiles addressing a topic).

20 2. Product initiation = production decision. Input may include material already
21 planned or on file on RPG or myRVM, drafts or requests through RPG channels,

22 or internal Manual Project decisions to enhance structure or topical completeness.
23 Independent suggestions will be reviewed by the Review Panel and referred to
24 RPG for consideration.

25 3. The Review Panel (described above) is available for consultation in the
26 early stages of product flow.

27 4. Topics or documents requiring RVM input, review, or agreement are sent to
28 RVM for review; the product does not move further in the system until RVM
29 approves

30 5. The Development Process covers all steps needed to progress from initial
31 concept to final draft product: research, writing, editing, formatting, and solicitation
32 of specialized views or inputs.

33 6. Unless the topic is considered sensitive, the process is open to RPG &
34 RVM input, with periodic announcement of products in development. Review of
35 sensitive products will be handled by document exchange rather than internet
36 posting.

37 7. Editorial Panel + Editor determine when product is ready for final review
38 process; RVM is then offered a review opportunity with a requested 2-week
39 window.

40 8. When RVM has declined or completed review, the finalized version is
41 opened for community review for a 2 week period.

42 9. Following consideration of review input, the product is posted on the
43 community Manual site.

44 10. The product may be adapted for various uses (e.g., hard copy printout,
45 myRVM post, etc.)

46 13. Throughout its lifetime, the product is subject to updates and revisions,
47 either initiated by RPG or suggested by users. After modification the need for re-
48 view will be determined by the Review Panel based on the nature and extent of
49 the changes.

50 Review comments will be accepted, errors and major omissions corrected, and
51 straightforward editorial changes made. More involved suggestions will be grouped
52 by topic and held for consideration when a review panel has been formed. User
53 input may be obtained by convening review meetings of coordinators to evaluate
54 content and presentation of topical suites of documents.

55 Documents will be identified online by title and version, a one or two sentence
56 description, status (date of last modification, initial draft or draft with edits,
57 incomplete (if that is the case), in review, or final).

