TIP Review Process   
Potential workflow for Standards & TIP creation and review on TAPPI Connect.

SITUATION

A committee has decided to develop or review a TAPPI Technical Information Paper, yet is unsure of an efficient process to do so within their community on TAPPI Connect.

TAPPI Connect was delivered so that TAPPI volunteers could quickly and efficiently collaborate on projects such as this. While processes may slightly differ between committee and project type (i.e. building technical programs, working on publications, etc), TAPPI believes that Connect is a great tool for getting your work done.

If your team has ideas to improve this process, feel free to reach out to our Connect Community Manager, Kristin Whitman ([kwhitman@tappi.org](mailto:kwhitman@tappi.org)).

OBJECTIVE

Develop a common process for committee members to use when taking on a volunteer initiative in TAPPI Connect, specifically related to Standards & TIPs.

EXECUTION

**Step 1: Planning & Initiating**

Your committee has decided to launch a new project revolved around updating a TIP. We’ll call it TIP #1234. Before beginning the initial execution steps, ask yourself several questions:

1. ***Who represents the “lead” for this review of TIP #1234?*** It is important to distinguish someone as a lead component that can guide the discussion, supervise the resource library structure, and possess the functions of a “Community Administrator” in TAPPI Connect.
2. ***What is the scope of this project, and the personnel required?*** This can be discussed amongst committee members within your Connect community during the planning stages. The reason this is important is to determine whether the project could be completed within the committee’s main community home, or whether a custom TIP community should be created. We would advise utilizing your current community to keep your resources centralized. Community admins have the ability to add members and non-members that do not belong in the committee to assist for the duration of the TIP process. Also consider if the review sets and final draft should be viewable by other members in the community. If not, it may be better to create a custom community for the project. This will be handled on a case by case basis.
3. ***Who should I contact to officially begin the process of creating TIP #1234?*** Contact TAPPI’s Standards Administrator (Priscila Briggs at [PBriggs@tappi.org](mailto:PBriggs@tappi.org), or send a message via Connect) per the normal TIP process.
4. ***Where on Connect can I promote involvement in the TIP?*** You may utilize pertinent overarching division communities (<http://connect.tappi.org/divisions>) to spread word and receive support about the TIP. You may also target individual members and non-members by sending them a message via Connect (or email) inquiring about their interest in assisting with the TIP development. \*You must have at least 3 individuals from different companies when developing a TIP.

**Step 2: Working Inside Connect**

1. The Community Admin should begin by inviting the requisite individuals to the community that will be working on TIP #1234.
2. Begin a discussion thread welcoming the folks who will be working with you. At the same time, create your folder structure (in the Library) that reflects your review process, and initially upload your abstract or original TIP.

An example folder structure might be:

* TIP #1234
  + Initial Abstract
  + Requirements
  + Drafts
    - Draft Set #1
    - Draft Set #2
    - Final Draft
  + Review
    - Review Set #1
  + Final

1. The process of updating the TIP may differ based on the type of project, but now would be a good time to begin other discussion threads as each step is completed. For example, when the initial thread is started discussing the abstract, it would be utilized to agree upon the areas of TIP #1234 that need to be updated, and settling on the plan for tackling the edits.
2. For each new draft or topic that needs to be discussed, create a new discussion thread (i.e. Draft set #1’s thread will identify a page or section to be edited). **The team will upload revised documents within the working thread** to keep communication and documents in one location for each step. *\*\*Be sure members are selecting the correct folder when uploading.*
3. When the steps are completed, and the committee is ready to proceed with a final draft, the community admin should place the final draft in the necessary (Final Draft) folder, and contact TAPPI’s Standards Administrator (<PBriggs@tappi.org>) to review the TIP.
4. Any review edits should again be discussed in new threads per the process described above, based on the review number (if necessary).
5. When finalized, the new or updated TIP should be placed in the “Final” folder, and the publishing of the TIP on TAPPI.org will take place.

**WRAP UP**

This document should help guide community manager and members through the process of collaborating on a TIP in TAPPI Connect, along with important considerations along the way. Again, if the team has ideas for improving the process, please reach out to members of the TAPPI staff so that we can make this as efficient and easy as possible for everyone.