CCIP Notes Procedure

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Key Words: CCIP Notes
Summary: Procedure to submit items for a CCIP Note.

Mike Perona compiles the CCIP Notes. The Ticket/Formatting Guidelines, templates and samples are available in the Doc Library under Maintenance.

The CCIP Note process:

1. The writer of each separate note for the CCIP Notes writes and researches the note for technical correctness, format, Identity Manual adherence, alignment with all existing documents in the Doc Library and Help screens, links to existing docs, etc. (If the linked document does not exist, the writer writes it, again following protocols and assuring program correctness.)
2. The writer e-mails the note to Dr. Barr.
3. Dr. Barr reads the note for appropriateness and then e-mails it to Mike. Dr. Barr may do this note by note, or several notes at a time.
4. Mike compiles the notes into the CCIP Note using the format. He edits the notes and creates the links to the Doc Library docs or has Erin create them. (Elaine helps with where the linked docs go in the Doc Library.)
5. Mike e-mails Erin to put the CCIP Note online in the Maintenance Section.
6. Erin puts the note online in the Maintenance Section and e-mails all writers to review and approve it within the next two hours.
7. The writer e-mails Erin with any needed corrections. Erin makes the corrections.
8. When the two-hour deadline is over, Erin puts the CCIP Note online in the official place.