It's Coming!
A new DCC Document System

Linda Turner

Caltech

The Need

A robust, automated document system with added functionality and advanced search capabilities for LIGO staff and LSC members

Developed a requirements document covering four major areas

CREATION: The process by which Content is *acquired* (and some metadata are *generated automatically)*

REPOSITORY & SHARING: The process by which documents, web content, and structured content from numerous sources is stored, accessed, updated, collated, and linked together

DELIVERY & PERSONALIZATION: The processes by which *content is optimized* by recipient's *context, location, applications, language* and current *requirements*.

ADMINISTRATION & CONFIGURATION: The processes which underpin the *management tasks* associated with setting up and operating successful systems that have *appropriate availability, security, and scalability*

The Committee

Members selected from across LIGO and the collaboration

- Engineers (Coyne, Torrie, Abbott, Etzel)
- Scientists (Shoemaker, Shawhan, Brady, Giaime)
- Administration (Lindquist, Turner, Whitcomb)
- IT (Wallace)
- Collaborators both within the U.S. and overseas (Giaime, Greenhalgh)

The Evaluation

Nine (9) companies evaluated against established requirements

Six (6) provided live demonstrations of their software product

Three (3) finalists selected

The Selection

Completed full comparative analysis of remaining finalists

Secured final bids including additional costs associated for development work for requirements outside their basic software product provision

Selected FileHold, Inc. and their Synergy document management system

The Design and Features

Retain current automatic DCC numbering system

Easy document user direct upload with instant URL location

Extensive tools for searching for and organizing documents

Workflow processes supported

Automated email distribution

Document notification subscription

Document tree and linking

Collaborative work environment

The Conversion

Move all archive records and documents from current system to the new

Run parallel systems for testing

The Installation

Install new system with several LIGO power users for testing

The Roll-out

Anticipated for LSC-wide use at August LSC meeting