



Portico Roles and Responsibilities

1. Policy Statement

1.1. Portico staff has delineated roles and responsibilities related to implementing changes within the system.

2. Implementation Examples

2.1. Move files within Portico content storage area	Publisher Content Coordinator Operations Ingest Team Lead Data Team Lead Data Team/Operations Team Members with consent of Data Team Lead (for content that requires preprocessing prior to ingest)
2.2. Approve exclusions of content from archive ingest	Archive Services Product Manager
2.3. Make changes (additions, corrections, deletions) to Portico business documents (BDO)	Publisher Content Coordinator Designated QC Association (Operations Team)
2.4. Modify profiles	Operations Team Members
2.5. Review/approve profiles and profile modifications prior to deployment to ingest	Data Team Lead
2.6. Review/approve turn over documents, format action plans, and policy statements	Archive Services Product Manager
2.7. Report needs for tool changes (other than profile) through JIRA system	Operations Team Members
2.8. Modify tools (other than profile)	Designated Data Team Members
2.9. Request deployment of tools to setup	Operations Setup Team Lead
2.10. Request deployment of tools to ingest	Operations Setup Team Lead
2.11. Deploy tools to setup	Senior QA Specialist (Systems Team)
2.12. Deploy tools to ingest	Senior QA Specialist (Systems Team)



2.13. Write documentation outlining reasons for request to delete content from archive/ConPrep retention database/delivery site	Operations Ingest Lead or Publisher Content Coordinator
2.14. Approve content deletions from archive, ConPrep retention database, and/or delivery site	Archive Services Product Manager
2.15. Delete content from the archive	Designated Analyst Programmer (Systems Team)
2.16. Delete content from delivery site	Designated Software Developer (Delivery Team)
2.17. Delete content from ConPrep retention database	Designated Analyst Programmer (Systems Team)
2.18. Write documentation outlining reasons for request to delete content from Portico file system	Publisher Content Coordinator
2.19. Approve content deletions from Portico file system	Archive Services Product Manager
2.20. Delete content from Portico file system	Publisher Content Coordinator

3. Document History

- 3.1. Approved by: Amy Kirchhoff
- 3.2. Last Review Date: 8/5/2009
- 3.3. Reviewed by: Stephanie Orphan, Sheila Morrissey
- 3.4. Change history:

Version	Date	Change	Author
0.1	6/19/2009	Drafted.	Stephanie Orphan
0.2	7/23/2009	Added title to "delete content from delivery site" role.	Stephanie Orphan
0.3	7/27/2009	Added profile approval role.	Stephanie Orphan
1.0*	7/28/2009	Updated to make it look more like a policy.	Amy Kirchhoff
1.1*	8/5/2009	Added reviewed by line and copy edited	Amy Kirchhoff

* An approved version of this document.