PORTICO

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
		Production Team Lead
		Data Team Leads
		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
		Archive Services Product designee
2.3.	Make changes (additions, corrections, deletions) to Portico business documents (BDO)	Publisher Content Coordinator
2.4.	Modify profiles	Vendors
		Data Team
		Production Team
2.5.	Review/approve profiles and profile modifications prior to deployment to ingest	Data Team Leads
		Content Technology Group Managers
2.6.	Review/approve turn over documents, format action plans, and policy statements	Archive Services Product Manager
		Archive Services Product designee
2.7.	Report needs for tool changes (other than profile) through JIRA system	Production Team Members
2.8.	Modify tools (other than profile)	Designated Data Team Members
		Vendors
2.9.	Request deployment of tools to setup	Production Team Lead
2.10.	Request deployment of tools to ingest	Production Team Lead
2.11.	Deploy tools to setup	Designated Systems Team Member
2.12.	Deploy tools to ingest	Designated Systems Team Member

2.13. Write documentation outlining reasons for request to delete content from archive/ConPrep retention database/delivery site	Production Lead 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 Systems Team Member
2.16. Delete content from delivery site	Designated Systems Team Member
2.17. Delete content from ConPrep retention database	Designated Systems Team Manager
2.18. Write documentation outlining reasons for request to delete content from Portico file system	Production Team
2.19. Approve content deletions from Portico file system	Archive Services Product Manager
2.20. Delete content from Portico file system	Ingest Team Lead

3. Document History

3.1. Approved by: Amy Kirchhoff

3.2. Last Review Date: 3/27/2015

3.3. Reviewed by: Stephanie Orphan, Sheila Morrissey, Kate Wittenberg

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
1.1.1	4/4/2011	Updated the logo	Amy Kirchhoff
1.2*	3/27/2016	Addressed changes in teams and vendors	Amy Kirchhoff

* An approved version of this document.