Online Document Management at JPL

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Online Document Management at JPL

Topics

- Introduction to the information system
- Requirements levied on the system
- Features and capabilities
- Make or buy decision
- Demo
What is the DMIE Information System?

• Official repository for institutional documents such as policies, procedures, specifications, charters, process definitions, etc.

• Includes an authoring tool, an end-user interface for accessing documents, and a database editing tool

• Built on an Oracle 8i database with a Perl library
What is the DMIE Information System?

- Official repository for institutional documents such as policies, procedures, specifications, charters, process definitions, etc.
- Includes an authoring tool, an end-user interface for accessing documents, and an administrator’s tool
- Built on an Oracle 8i database with a Perl CGI
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Requirements Levied on the System

- Document Access
  - Must be accessible by all personnel at any time and from any computer
- Repository Content and Architecture
  - File Formats to Support Long-Term Retention
  - Document Relationships
  - Categorizations
  - Document Publication States and Life-Cycles
Requirements Levied on the System

- **Document Control**
  - Document Consistency
  - Authors must be able to update documents quickly and easily
  - Authoring Privileges by Role – Check In/Check Out
  - Document Version Control and Change Histories

- **End-User-to-Process Communication**
  - Release Notification
  - End-User Feedback
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Requirements Levied on the System

- Process-Based Management Support
  - Process/Document Associations
  - Glossary of Terms and Acronyms
- Review Process Support
  - Reviewer and Impact Assessor Lists
  - Automated Review Requests
  - Capture of Review Comments
- User Assistance and Training
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Features and Capabilities

- Word 2000-based authoring tool using templates
- Web-based document management
- Document subscription
- Notification lists
- Review cycles and automatic expiration
- Automatic revisions
- Drafts, official documents, and long-term archives
Make or Buy Decision

• Initial development phase - 1996
  – No integrated COTS available – bought several COTS products and contractor to "glue" them together

• Recent Redesign – 1999/2000
  – COTS non-Y2K compliant and contractor went bankrupt
  – Still no COTS available to meet requirements (authors not ready for content management systems)
TotalDoc

- Web-based meta-data editor
- Web-based publication management
- Word 2000 templates and macros for editing
- Document meta-data and content stored in Oracle 8i database
DEMO