

# CoP/KM Technical Requirements (wish list)

- Membership structure that enables
  - Users to join & leave without administrator assistance
  - Invite others to the group with automatic linkage to email for the invitation
  - Viewable membership list for the group
    - That also includes an online presence indicator
- Access restrictions
  - Public – everyone can see all the content and can join without restriction
  - Closed – membership by invitation only. Existence of the group is public, but all content is hidden from non-members
  - Hidden – double private to everyone but those specifically invited to join
- Member profile that is shared across all groups
  - Lists recent contributions across all groups & MSE ratings
- Group home page that is easily configured
  - User initiated formation of new groups without administrator intervention
  - Lists recent contributions and discussion postings & SMEs for the group
  - Built on a style template that can be reflected across multiple pages
- Identifies subject matter experts based upon their activity in the group (document & discussion postings) and content ratings by others
- Email notifications that are automatically set up when joining the group.
  - These defaults can be modified by the user later by email or web interface
  - Configurable frequency & scope of what is notified
- Hierarchical organization of groups that permit sub-topic groupings to easily form
- Robust search function across multiple platforms
- Workflow that ideally integrates with Outlook tasks
- Role-based permissions
- Templates that can be used for easily duplicating features & folder structures for new groups
- Wizards that provide assistance in performing infrequently used functions
- Automatic check-out/check-in of documents being edited
- Group editing of documents
- Easy reorganization of folders to reflect organizational changes
- Easily configured reporting of activity with little programming knowledge
- Threaded discussions that accept both web and email postings
- Integrated group calendar built from the Outlook calendar for each group member
- Controllable “unread” function