

Publication Process for MSS

Purpose and Usage

The purpose of this documentation is to describe the process of publishing articles, both internally and externally, for the MSS team and its related Jira ticket. The document outlines the life cycle of a publication, through inception and the revision process, until it is published on a platform.

Prerequisite

Prior to drafting a blog or article, please schedule 30 minutes with @ Brian Mengwasser DISH and @ Mary Parsons DISH to pitch the idea. Please address the following criteria in the pitch:

1. Who are the authors of the article, including any partner(s)?
2. What are the 3 takeaways for the reader/audience to walk away with?
3. What is the interest/entertainment value of the piece? Why should an audience care?

Once receiving the green light from this pitch session, then it's full speed ahead to draft, review, revise and publish the article! This process ensures that the blog isn't held up in the approval stage.

Phase 1: Initiate

1. Meet with the BOAT's Scrum Master or Captain, communicate and align on an agreed upon publication forum (Medium, Substack, Wordpress, Steemit, internal DISH publication, etc).
2. In [Jira](#), create a story issue type (complete with acceptance criteria, [definition of done](#), target start/target end dates) and fill in all required fields to document the work required to publish your article.

Work with your Scrum Master or Captain to determine what information is needed and what timeline is suitable for the publication.

3. At the top of the ticket, select the **Optional Fields** tab.

MSS-3239 / MSS-3544

Deploy new DB scheme in auth. DB



General **Optional Fields**

Description

Deploy new scheme to RDS SQL server so that data can be uploaded to auth DB.

4. From the **Components** search bar drop-down list, select the **Publication** option.

General Optional Fields

Story Type	None
Labels	None
Components	<ol style="list-style-type: none"> Requirements Tracking x
Time remaining	<p>RECENT COMPONENTS</p> <ol style="list-style-type: none"> Publication <p>ALL COMPONENTS</p> <ul style="list-style-type: none"> MetaData Insights Distributed Test Agents Skynet Continuous MSS Training Data Quality <p>+ Create new component</p>
Team	
Smart Checklist Progress	
Mandatory	
Target	
Threshold	

Note: You can add the Publication component at any time. As a standard best practice, we recommend adding it at the creation of the ticket so it can be accurately tracked through the ticket life cycle.

5. Confirm with the Scrum Master that the information in the Jira ticket is accurate.

Phase 2: Work in Progress

- Write the article within the expectations of the applicable publication medium.
- Email the submission to the Development Engagement Manager, Mary Parsons (Mary.parsons@dish.com).
- The Development Engagement Manager reviews the article and determines one of the following:

If the article is	Then
Ready for publication	Continue to step 5 in this section.
Not ready for publication	Repeat steps 2 and 3.

- Revise the article and reply to the Development Engagement Manager with the redlined version.
- Email the submission to the DISH's Public Relations team.
- The Public Relations team reviews the article and determines one of the following:

If the article is	Then
Ready for publication	Continue to step 8 in this section.
Not ready for publication	Continue to the next step.

7. Revise the article and return the edits to the DISH Public Relations Team.
- 8.

Once you receive approval from both the Public Relations Team and the Development Engagement Manager, you can proceed with the publication of the article on the external forum.

Phase 3: Finalize

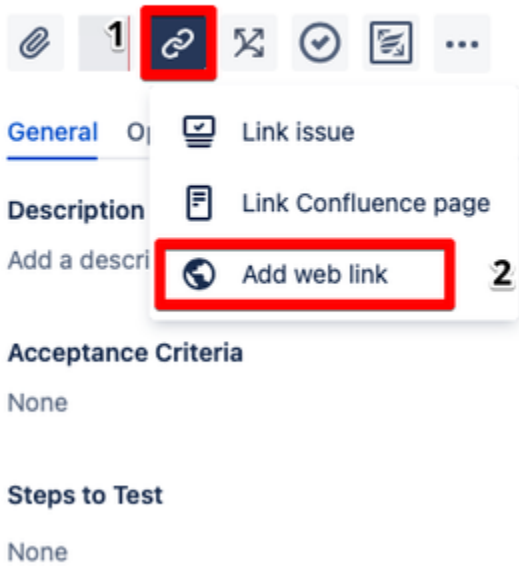
1. Perform a health check on the published article.

Validate the article is displaying correctly, and check to see if there are any views or comments from the developer community!

2. In **Jira**, open the related ticket created for the article.
3. At the top of the ticket, select the **Link Issue** icon.
4. From the drop-down list, select the **Add web link** option.

ATLAS-6521 /  ATLAS-7118

Create a Test Space for MSS Confluence Cleanup



5. Once the article is linked to the ticket, move the story to **Done**.

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