



Organizing the Project Team

-- Proposal (1C) of World TRIZ Sites Project --

November 28, 2017

Toru Nakagawa

Professor Emeritus, Osaka Gakuin University

Dear TRIZ Leaders,

Preparation for our 'World TRIZ Sites Project' is under the way step by step. I have received several more positive responses.

Our Symbol Mark is slightly revised as shown above. And a **Banner of our Project** is also designed as shown above, for a smaller flat space as required in the Bitrix24 site.

The present document (1C) is the proposal for organizing our Project Team, at the philosophy level. Our philosophy of team organization has been mentioned already in the Proposal (1) and (1B), and is clarified some more in this Proposal (1C).

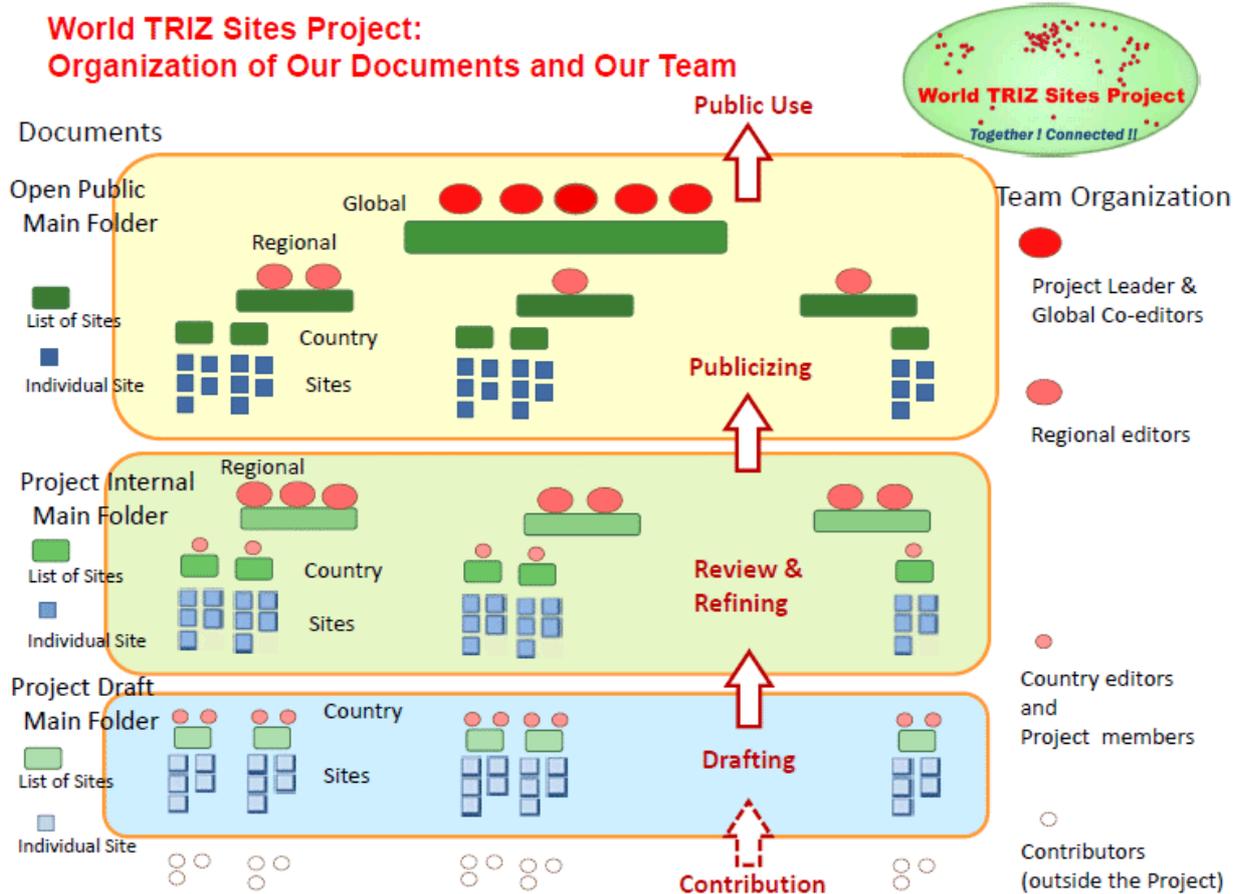
1. Basic Philosophy of Our Team Organization

Some of **our basic philosophy** may be stated as:

- (a) This is a **voluntary project** for 'Building a page of TRIZ Sites in the World' for the purpose of wider and better proliferation of TRIZ and related methodologies.
- (b) For such a goal, we wish to collaborate together in the international scale, with fully using Internet facilities. **Together! Connected!!**
- (c) Since we believe our voluntary members work with high quality and sincerity, we will set **guidelines** in the Project operation **without too-much formality**.
- (d) Our **Team organization** should match to the expected structure of our output documents.
- (e) This Project works on a **not-for-profit** basis.

2. Basic Structures of the Project Team and of the Document System

Corresponding to our philosophy (d), the **basic structure of our Project Team** is formed to match the structure of our Document system. Figure 1 shows such a relation clearly:



This figure primarily shows the **Structure of our Document System** explained in Proposal (1B). We have 3 Main Folders, i.e. (from bottom to top) 'Project Draft', 'Project Internal', and 'Open Public' Main Folders. In each Main Folder, the documents are stored in sub-folders which are assigned to individual countries, Regions, or the whole world. At the country level, we store basic files of a number of Site Description and a List of Sites. While keeping the structure and file names of such a set of basic document files, the contents of files are extended and refined. The document files proceed stepwise from the Draft level to Project Internal review level, and to Open Public level.

Project Members are illustrated with red circles in the Figure. They are organized in three levels.

At the base level, (all) the **Project Members** work to prepare the draft files for each country (in the 'Project Draft' Main Folder) and to send them (by copying) to the 'Project Internal' Main Folder. (For preparing the Draft files, we may ask some people outside our Project (such as

individual Site owners) for their voluntary contribution. We may often have multiple members in a country; then we expect their cooperation in preparing the files and in sending them to the next Main Folder. (In some cases, having 3 or more members in a country, we should better choose one or two members (to be called '**Country Editors**'), who are representative for the country members.)

At the next level, we need to have Project Members who work to coordinate, review, and refine the documents (in the 'Project Internal' Main Folder) in each Region (with the scope across the countries), and to decide to send the documents to the 'Open Public' Main Folder. We call such Members as **Regional Editors**.

And at the final level, we need to have several Members who work to operate the Documents at the 'Open Public' Main Folder. We call them **Global Co-editors** (including **Project Leader**). They are responsible together for guiding the whole 'World TRIZ Sites Project'.

3. Invitation, Volunteering, and Becoming a Project Member

Invitation to join this 'World TRIZ Sites Project' as a Project Member will be done in two steps.

First, Project Leader is going to send **official Invitations** to nearly 100 TRIZ leaders in the world by using the Bitrix24 system. Positive replies of voluntarily joining the Project will be accepted automatically in our TRIZSites.bitrix24.com site. This forms the base of our Project Team and serves to set up our platform, reflecting any suggestions from them.

Then the start of our Project is going to be **announced publicly**, through various Web sites of the Project Members. In the announcement, we would like to ask many TRIZ leaders/colleagues in general for their voluntary cooperation, either as a Project Member or as a Contributor outside the Project. In this step, persons who are volunteering to join our Project will be accepted one by one as a **Project Member**, after simple reviewing of their experiences. **Contributors**, on the other hand, are not included as Project Members (being not allowed to use our Bitrix24 platform). Their contributions of drafts describing (some) individual TRIZ sites are to be accepted automatically and processed by appropriate Project Members.

The announcement of **asking for the voluntary cooperation**, as described in the above paragraph, will remain valid throughout our Project, if not announced otherwise.

4. Assignment of Country Editors, Region Editors, Global Co-editors, and Project Leader

These people will be assigned among the Project Members, on the voluntary bases and mutual selection/consensus, without any formal rules. -

Country Editor(s) of a country should be assigned by mutual selection among the Project Members belonging to the country.

Region Editors of a Region should be assigned on the voluntary basis from the Project Members of the Region. A Region Editor may and may not be a Country Editor of a country in the Region. It is much desirable that countries active and influential in TRIZ send a Region Editor.

Global Co-editors should be assigned on the voluntary basis and after approval by the (existing) Co-editors. A Global Co-editor may and may not be a Region Editor or a Country Editor.

Project Leader should be assigned among the Global Co-editors by their mutual selection. Initially, Toru Nakagawa becomes the Project Leader, as a person who initiated this Project. Project Leader may ask some Member to serve as Country Editor, Region Editor, or Global Co-editor. And Project Leader approves the assignment/resigning of such persons.

Lists of Project Members, Country Editors, Region Editors, Global Co-editors, and Project Leader are to be shown in the 'Project Internal' Main Folder.

Terms of serving these roles are not set at moment, but it is desirable to reassign them every 2 years.

5. Procedures of Work: Handling and Publicizing Documents

The actual work inside the Project is expected to be carried out **voluntarily in a bottom-up manner**. The procedures for preparing the document files, refining them, and publicizing them are as usual as roughly described already in Section 2. **Three 'jumping' steps** need to be mentioned some more here.

(a) Contribution of Drafts from outside: Draft description of individual site (or a list of sites) (hopefully written in our Templates) should be sent to an appropriate Project Member via email. Then the Member should either include the draft file in the appropriate country folder in the 'Internal Draft' Main Folder or transfer the draft to a Project Member representing the country.

(b) Copying the Draft files into the 'Project Internal' Main Folder: This process should be decided and carried out by the Country Editor (or ordinary Project Member of a country with no assignment of such Country Editor), without waiting for approval by Region Editor(s). Updates in the 'Project Internal' Main Folder will be noticed weekly to relevant Region Editors, automatically by the system.

(c) Publicizing documents in the 'Open Public' Main Folder: Before this process, the documents to be publicized should be stored in the 'Project Internal' Main Folder for a while for the reviewing and refining processes. The decision of publicizing should be proposed by Global Co-editor(s) and approved by the Project Leader (or the Global Co-editor assigned for the relevant area/topic). Actual copying of the documents into the 'Open Public' Main Folder should be done by an appropriate Global Co-editor.

Bitrix24 system offers various functions for specifying group structure of users, for assigning the

authorization of handling folders/files to individual users or groups, and for specifying and automatizing the work procedures, etc. However, it takes much time to set up (and maintain) the controls of group structure, authorization, and work procedures, etc. Thus, being a voluntary organization, we should better **just announce the general rules** of work procedures and document handling, without setting up the groups, authorization, and automatic work procedures, etc. in our system. I hope this guideline work smoothly among our Project Members.

6. Initialization of the Project

I am going to send this **Proposal (1C)** soon to the 95 TRIZ Leaders, whom I sent the series of Proposals (1) (1A) and (1B). Reflecting any feedbacks from them, I am going to set up our Bitrix24 platform some more.

Then, I am planning to send them again the **official Invitations** to join our 'World TRIZ Sites Project', hopefully sometime next week.

We sincerely wish to have your feedback and to be able to work together with you in the new 'World TRIZ Sites Project'. **Together ! Connected !!**

Best wishes,
Toru Nakagawa