



This session will
be recorded.

ATIS Workspace – Demonstration & Training

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Background

- ATIS currently supports a number of software tools that serve different internal/external purposes.
- ATIS' goal is to integrate administration, content management, project management, membership information tracking, etc., into one tool in an effort to provide a consistent approach for members and staff.
- After completing a comprehensive search and review of off-the-shelf tools, **ATIS Workspace** was selected.

What is ATIS Workspace?

- A comprehensive, off-the-shelf content management platform intended to streamline day-to-day tasks.
 - Provides calendaring tools, email lists, letter balloting, project/action item tracking capabilities, membership information/tracking, and more, within a single system.
 - Allows participants to customize their ATIS experience through a landing page; upon logging into the system, a snapshot of all relevant activities are displayed.

What current tools will ATIS Workspace replace?

- ATIS Workspace will replace a number of existing ATIS mechanisms including, but not limited to:
 - Contributions Registration Database (CRD)
 - Letter Ballots
 - E-mail Lists
 - Membership Database
 - Web Posting of Contributions and Issues
 - Online Calendar
- Initial phase will include Committees/Forums; phase two will include ATIS Board and initiatives (e.g., TOPS).
- At this time, the ATIS Document Center will continue to function as a separate tool.

Benefits

- ATIS Workspace will provide:
 - The same look and feel across all ATIS activities;
 - Customization of the ATIS landing page;
 - Automated reminders and identification of actionable items;
 - Search and sort functionality across all groups;
 - Enhanced project tracking tools as well as organization-wide initiatives (i.e., All IP Transition);
 - Ability for continual upgrades to the system and to provide recommendations for product improvement;
 - ATIS staff with the ability to easily enforce ATIS' document retention policy and to support required ANSI processes; and
 - Increased members tracking capabilities.

ATIS Process for Transition

- Over the past several months, ATIS staff completed a series of tasks to transfer relevant data into ATIS Workspace.
 - Migrated content (e.g., contributions, open Issue Statements, meeting related items, correspondence, calendar events, etc.) and e-mail distribution lists.
 - Organized files to ensure document integrity.
 - Where multiple files were associated with a single record in the CRD, created single .zip file.

ATIS Process for Transition [2]

- The vast majority of content from 2014 has been imported; content from 2009 to 2013 is in the process of being imported.
 - Historical material identified as being required for business purposes will be maintained in appropriate 'reference' section.
 - For a period of time, some web pages will be archived with data available upon request.
- Information accessible by the public via the ATIS web site will remain at this time.

ATIS Process for Transition [3]

- Existing registered participants will continue to use their current ATIS username (e-mail).
- ATIS Committee/Forum members that are currently subscribed to ATIS e-mail lists are now associated to their corresponding groups in ATIS Workspace.
 - ATIS e-mail lists will change their domain name (@access.atis.org).
- ATIS staff is developing a series of video training modules, FAQs, and other guides to support current and future members.

DEMO



Key Information



Key Information for Web-based Groups

- Documentation will be stored in a consolidated location.
 - A mapping of material from current location on ATIS web site to new location in ATIS Workspace will be provided.
- Autonaming structure will be utilized.
- Streamlined approach for uploading and notification of availability of material.
 - Participants will be responsible for uploading content that they author (e.g., contributions).
 - Provides ability to make material immediately available.
 - Staff will continue to upload content for which it is responsible (e.g., meeting agendas/records, calendar events, etc.).
 - System will automatically generate an e-mail when each document is uploaded and/or an event is added/modified.

Key Information for CRD-based Groups

- System will generate an e-mail when each document is uploaded (vs. daily) and/or an event is added/modified.
- Documents must be uploaded/registered simultaneously.
 - Contribution numbers can no longer be reserved.
 - Participants will no longer add the contribution number to the document heading.
- Identical documents that need to be uploaded to multiple groups (plenary/subcommittee) must be individually uploaded in each group.
- Similar to the CRD today, any group member can add a revision to a 2014 document.

Next Steps



Additional Functionality

- ATIS Workspace contains a number of features that ATIS plans to roll out in the coming months. They include but are not limited to:
 - Attendance tracking.
 - Action item tool.
 - Company-specific participant information.
 - Provides members with the ability to see names of other individuals within their companies who have registered with ATIS.
 - Increased reporting capabilities.

Proposed Timeline

- April 15, 23, and 24 – Member Training.
 - Other times under consideration.
- May 5 week – Potential on-site training/discussion at AMOC.
- Target: May 19 week – All Committees begin using ATIS Workspace in lieu of CRD/web pages.

Resources

- General contact:
 - admin@access.atis.org
- Specific contact:
 - Kerri Conn, kconn@atis.org (+1 202-434-8841)
 - Committee Administrators
- Additional links to support material and tutorials to be provided.