



Inter-Chapter Track

Part 1: Document handling,
Standardization and Reportin

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The status Quo

- **Document Handling:** Depends on who is handling this for each chapter.
- **Reporting:** Difficult when documents are not in one place and easily accessible.
- **Standards for Above:** WMF enforces some Standardization in terms of grant requesting and reporting.
- **What about document handling within the chapters?**



THE BIG QUESTION

**IF YOU WERE TO LEAVE THE
CHAPTER TODAY. HOW EASY
WOULD IT BE FOR YOUR
SUCCESOR TO PICK FROM
WHERE YOU LEFT?**



Wikimedia ZA Case Study

- Wiki Loves Monuments 2012, first big project for WMZA.
- Organised by 5 volunteers in three remote provinces.
- In different time frames/dates.
- Using central Bank Account. With three beneficiaries who can release funds.
- **PROBLEM:** Who did what? Where? When?



Wikimedia ZA - Google Drive Account



Wikimedia ZA Case Study

SOLUTION TO OUR DOCUMENT MANAGEMENT PROBLEM

Drop Box:

- Difficult to Keep track of versions and not possible to do Collaborative document production.
- More space has cost implications.

Google Drive:

- Limitless Storage Space? (Large enough).
- Collaborative Editing and Version tracking. Yes.

Shouldn't we Consider a Wikimedia Chapters Box/Drive?



FINAL WORDS

**Good Standardization on document production and filing is crucial for the livelihood and continuity of a chapter....
Any chapter.**