Dokuwiki

An introduction

# Introduction

## 1. What is it?

Dokuwiki, also referred to as the Wiki, is the online information hub for Strategy & Change, where S&C information is published for the purposes of sharing with staff. It includes information on a variety of topics, ranging from Organisation Structure, professions, Architecture to standards and guidance.

### 2. How do I access it?

Anyone with an Admin IT account can view content on the Wiki. However to make any changes such as create/modify/delete pages, or upload content, a Wiki login account with relevant access permissions is required.

Here’s a link to the home page. - <http://gotmweb1.gro.ho/dokuwiki/doku.php/ot/start>

Remember - Dokuwiki access control works at page level, and not for individual documents.

### 3. What information is stored on there and its exact location within the wiki

Here’s a list of key information available on the Wiki, with a link to the relevant pages.

* Organisation structure – provides about the Strategy and Change Business Units and teams.

<http://gotmweb1.gro.ho/dokuwiki/doku.php/ot/org/start>

* S&C Prospectus/Business Plan – outlines our modernisation plans for the next year as we continue on our journey towards achieving our HM Passport Office vision for 2020. It provides details about transformation priorities for 2015/16, our organisation, teams, people and our work plan.

<http://gotmweb1.gro.ho/dokuwiki/doku.php/ot/prospectus>

* Staff engagement – is about creating a culture where everyone feels empowered to use their VOICE. Full details of the SC engagement plan, and profession plans will be published shortly on the Wiki.

<http://gotmweb1.gro.ho/dokuwiki/doku.php/ot/org/tf/start>

* Resource management – information is available in two sections.
* S&C Resources update page – provides an update on various resourcing matters including PDRs, Staffing Cost Centre information and flexible working.

http://gotmweb1.gro.ho/dokuwiki/doku.php/ot/org/resources\_update/start

* Vacancies within Strategy & Change – provides an update on ongoing recruitment activities.

<http://gotmweb1.gro.ho/dokuwiki/doku.php/ot/vacancies>

* Career management – provides a collection of general career management resources that can be used to help people manage their own careers, and those of their reportees or countersigning officers.

<http://gotmweb1.gro.ho/dokuwiki/doku.php/ot/org/career>

* Professions – provides information about professional groups within OT and a couple of specialisms within those.

<http://gotmweb1.gro.ho/dokuwiki/doku.php/ot/org/prof/start>

* Architecture – The section provides an overview on Architecture, focussing on key architecture domains (Business, Application, Data and Technology) and provides information on standards, strategies, guidelines and architectural products for projects.

<http://gotmweb1.gro.ho/dokuwiki/doku.php/ot/arch/start>

* Finance & Budget Management – provides information on budget management processes and is aimed primarily at Project Managers and Project Support Analysts (PSAs).

<http://gotmweb1.gro.ho/dokuwiki/doku.php/ot/org/prof/ppm/finance_and_budget_management>

* Induction Material – provides information for new starters on processes to follow and links to key documents on U drive.

<http://gotmweb1.gro.ho/dokuwiki/doku.php/ot/induction_resources>

* KPOs – provides information on Strategy & Change KPO's by profession.

<http://gotmweb1.gro.ho/dokuwiki/doku.php/ot/key_performance_objectives>

* Ministerial submissions – provides guidance sent by the Director General's Chief of Staff to clarify the process for putting together and clearing submissions within HMPO.

<http://gotmweb1.gro.ho/dokuwiki/doku.php/ot/submissions_to_ministers_and_directors_general>

* Admin activities –
  + Meetings, Teleconferences – contains current guidance for emails, meetings and teleconferences, including best practice.

<http://gotmweb1.gro.ho/dokuwiki/doku.php/ot/meetings_email_standards>

* + Travel & Accommodation – provides guidance on using the RedFern Travel application to book both travel and accommodation.

<http://gotmweb1.gro.ho/dokuwiki/doku.php/ot/booking_travel_and_accomodation>

* Using the Wiki – provides information on how to use the Wiki.
  + Contributing to the Wiki – a starting point

<http://gotmweb1.gro.ho/dokuwiki/doku.php/wiki/guide>

* + Writing Wiki pages – provides information on simple markup language i.e. basic text formatting syntax required to edit pages on the Wiki.

<http://gotmweb1.gro.ho/dokuwiki/doku.php/wiki/syntax>

* + Common Tags – provides a non-exhaustive list of tags used in Wiki pages to allow pages to be found easily.

<http://gotmweb1.gro.ho/dokuwiki/doku.php/ot/tags>

* Finding information on the Wiki – The last section on the start page contains ways to locate required information on the Wiki.

<http://gotmweb1.gro.ho/dokuwiki/doku.php/ot/start> - Finding information section

# FAQ

##### *Is there any restriction on the kind of information that can be stored on the Wiki?*

Any information that is sensitive, that you do not wish to share with everyone i.e. access needs to be restricted, should not be published on the Wiki. However this should be balanced the principle of sharing information as widely as possible.

Remember that all AdminIT users have read access to view anything published on the Wiki.

##### *As a BA, what deliverables should I ensure projects add to the Wiki?*

A BA is expected to produce a standard set of deliverables, defined by the BA profession, for any project they are working on. An initial list of expected deliverables will be provided separately. Please note this list is being reviewed and is subject to change in future.

Based on BAA profession guidance, projects and BA should together decide what deliverables should be published on the Wiki.

##### *Can anyone load documents or do we need to request documents to be uploaded?*

Anyone with the right access permissions can upload documents to a Wiki page. This would typically be either a content owner or someone who needs to frequently publish information.

For one-off uploads, or any other help with uploading documents, please get in touch with Raji Narayanan or Richie Estcourt.

##### *Do documents have to be signed off before they are uploaded onto the Wiki?*

Any deliverables published on the Wiki should be final signed-off versions. Draft versions can also be published, provided the status is clearly indicated and if there is real benefit in doing so.

Anyone wishing to amend a baselined document, such as a process map, should get the latest version from the Wiki.

A simple configuration management process is in the process of being developed, which will allow people to see who is working on a specific deliverable at any given point in time.

For all other information, such as meeting notes or articles, content should be approved as needed before publishing.

##### *Do we just keep the latest version of documents on the Wiki?*

Yes – the Wiki should only have the latest version. Any WIP or previous versions can be retained on the shared drive.

The obvious exceptions would be minutes of meetings, bulletin articles etc. where previous minutes / articles would continue to be available.

##### *How does storing information on the Wiki differ from storing it on SharePoint or the U drive?*

Ease of access, locating and updating information is a key differentiator. The Dokuwiki is easy to use, like the Wikipedia. Everyone has read access unless specifically restricted. However a login ID & relevant access permissions are required to publish & delete material.

##### *When should we be using SharePoint/Wiki/U drive?* (I'm not sure where we should store documents these days)

Every project should have a page set up on the Wiki to provide an overview of its purpose/scope and to make key project documents available i.e. business processes, architectural/design documents, project plans etc.

Each project should also consider how it will impact Architectural content on the Wiki and update Business, Application, Data and Technical architecture pages as needed

As regards guidance for storing documents across U drive, Wiki and Sharepoint, a directorate-wide strategy is required and is being looked into at present.