Guidelines of Describing TRIZ Sites and Their Lists

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

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Toru Nakagawa

Professor Emeritus, Osaka Gakuin University

Dear TRIZ Leaders,

Receiving backups by a number of TRIZ leaders/colleagues, I am preparing for starting our World TRIZ Sites Project effectively.   Here are some **announcements**:

(a)   **Symbol mark** of our project is set as you see above in this page.

(b)   Our working platform is set at **https://TRIZSites.bitrix24.com/** using the Bitrix24 groupware system of Standard Cloud plan, where **an unlimited number of users are acceptable**.

(c)   **Documentation system** is initialized in the platform, having a hierarchical system of folders, templates and samples of site description, and guidelines for description and opening to public.

(d)   Invitation of TRIZ leaders/colleagues and **organizing the project** on the voluntary basis are under the way.

This document 'Proposal (1B)' concerns to (c) Documentation system and explains how to use the Bitrix24 platform together for describing individual TRIZ sites and lists of them.   Since we are just at the starting point, the actual documentation system and its guidelines will be revised and extended later.

1.   General introduction to Bitrix24 Documentation system.

In the Bitrix24 platform, every user may use My Drive and Company Drive.

My Drive is the storage area belonging to the individual user (or Project Member), and hence we assume that the files in such an area cannot and should not be seen by any other user.

Company Drive (i.e., Project Drive) is the area of documents, where we work together and show the resulting documents to other users (or members) and to people publicly. We can set a hierarchical folder system and control the visibility of folders and files. For each file, the **update history** is recorded automatically and former versions can be restored.

In this environment, we are going to set up **3 Main Folders (Open Public, Project Internal, and Project Drafts)** corresponding to the degree of refinement and the visibility of the documents. In each Main Folder, sub-folders are going to be set depending mostly on the group structure of our collaborative work.

Templates and Samples of typical files (e.g., File of individual site, List of sites in a country/region, etc.) are shown and improved/extended whenever necessary.

Procedures of drafting, updating, **reviewing, approving, publicizing, etc.** need to be considered, without formality as a voluntary organization; such procedures are mentioned in this document (1B) roughly, and will be proposed later in relation to the organization of the team in Proposal (1C) .

2. Documents in the 'Project Draft' Main Folder

Any document file should first come in (some suitable sub-folder of) this 'Project Draft' Main Folder at the stage of Draft. And the draft file should be exposed to 'Group members' (e.g., the Project Members of the country) and brushed up (keeping the same file name, and storing the update history). Then the file which is brushed up to some appropriate level are to be copied into the 'Project Internal' Main Folder without changing the file name.

For easier handling and update management, sub-folders are specified **corresponding to each country** (or some appropriate category). Project member(s) of the country (or the category) are cooperatively responsible for making and brushing up the descriptions of individual sites and a list of such sites. It may be a good idea for the Project member(s) to ask individual site owner/editor for a help to make initial draft of the site.

Templates and Samples for describing the sites and the list of sites are to be shown in the 'Open Public' Main Folder (See Section 7). **Naming scheme of the files** (of individual site and of list of sites) are specified in Section 6.

3. Documents in the 'Project Internal' Main Folder

Documents in this Main Folder are **exposed to all the Project Members** but cannot be seen by outside people.

Any Project Member is encouraged and allowed to make comments on any document in this Main Folder. **Project Members of the country** (or category) of the document have the first responsibility for further improving the documents. **Qualified Project Members** (who are to be assigned later) have the second responsibility for further improving the documents belonging to their Region (i.e., group of countries) and are allowed to update the documents (leaving the

document history).

The document files thus appropriately refined are copied into the 'Open Public' Main Folder for publicizing the documents as the (interim or final) results of the present project. The decision of publicizing will be made cooperatively by the Qualified Project Members of the Region and **Co-editors** (who are to be assigned later).

4. Documents in the 'Open Public' Main Folder

All the documents in this Main Folder are to be **made public without limitation.**
By showing the URL to this 'Open Public' Main Folder, **any people (outside of the Project)** may access, read, and download all the files inside this Main Folder. (The special URL will be shown later.) However, we should better keep the copyrights of the documents, and hence people not belonging to the Project should not be allowed to repost the downloaded files in their sites with/without change of the contents.

Project Members, on the other hand, will be allowed to download the files in this 'Open Public' Main Folder and repost them for making them publicly accessible.
The full documents are to be copied to some public Web sites (including "TRIZ Home Page in Japan").
Depending on the choice by Project Member, some part of the documents (e.g., lists of sites without full description of individual sites, lists of sites (with/without site description) of selected countries (or languages), and lists of selected sites (with/without site description), etc.) may be reposted in their Web site. And such part of documents may be shown after translation into their own language.
In any of these cases of **reposting**, reference and acknowledgement must be made to the "World TRIZ Site Project", and notes of any applied change should be stated.

5. Naming Scheme of Document Files

Two types of document files are to be made by Project Members:

(a) **File describing an individual TRIZ site**:
The file name must follow the scheme:
Site-[Region code]-[Country code]-[Site Number in 2 digits]-[Site name].xls
E,g,, Site-D-jp-01-TRIZ Home Page in Japan.xls

(b) **File describing a list of TRIZ sites**:
The file name must follow the scheme, either
ListSites-[Region code]-[Country code]-[Country name].xls or
ListSites-[Region code]-[Region name].xls

E.g., ListSites-D-jp-Japan.xls

ListSites-D-Asia.xls

Where [**Country code**] is the two-character code used in URL (Let's use 'us' for USA.)

[**Region code**] , [**Region name**] , and (a part of) countries belonging to each Region are as follows:

A	Europe	at be ch cz de dk ee es fi fr gr hu ie it nl no pl pt ro se sk uk yu
B	Russia and exUSSR	az by md ru ua
C	Middle East	il ir jo lb ps sa tr
D	Asia	ch hk id in jp kr my ph pk sg th tw vn
E	Oceania and others	au nz
F	North America	ca us
G	Central and South America	ar br cl mx ni
H	Africa	eg za
M	Relevant Fields around TRIZ	To be categorized later

··· Africa is moved to Region H (from Region E).

··· Region M is set to include various areas around TRIZ, and the categorization of such areas are to be considered later.

[**Site Number in 2 digits**] should be assigned to the site in each country (or category). (Describe as 01, 02, etc. instead of 1, 2, etc., for better automatic arrangement of files in the order of numbering in the storage.) This number is assigned to each site as its (arbitrary) proper number and remains without change throughout this Project.   In the List of Sites, the sites may be arranged in some suitable manner without depending on the numbering. (It may be desirable to review and reassign the numbering at some early stage when most of sites in a country are listed (even without Site descriptions).

Please note that the **file names** are going to be used consistently throughout in the 3 Main Folders.   Thus information such as name of the writer and date of creation/update should not be included in the file names. After uploading the draft files from your PC, the files may be renamed inside the Bitrix24 platform so as to much the naming scheme of the Project.

6. Structure of Sub-Folders

Sub-folders related to the files of individual sites and of lists of sites are to be set in the following way:

The structure of sub-folders and files are designed in the following way, exactly same in the 3 Main Folders.   Since all the documents to be publicized in the 'Open Public' Main Folder must be drafted (in the 'Project Draft' Main Folder) and reviewed and revised (in the 'Project Internal'

Main Folder), it is practical and safe to have them in the same and consistent structures in the 3 Main Folders.　(Rev. Nov. 30, 2017 TN)

Structure of Sub-folders and files　(Same in the 3 Main Folders)
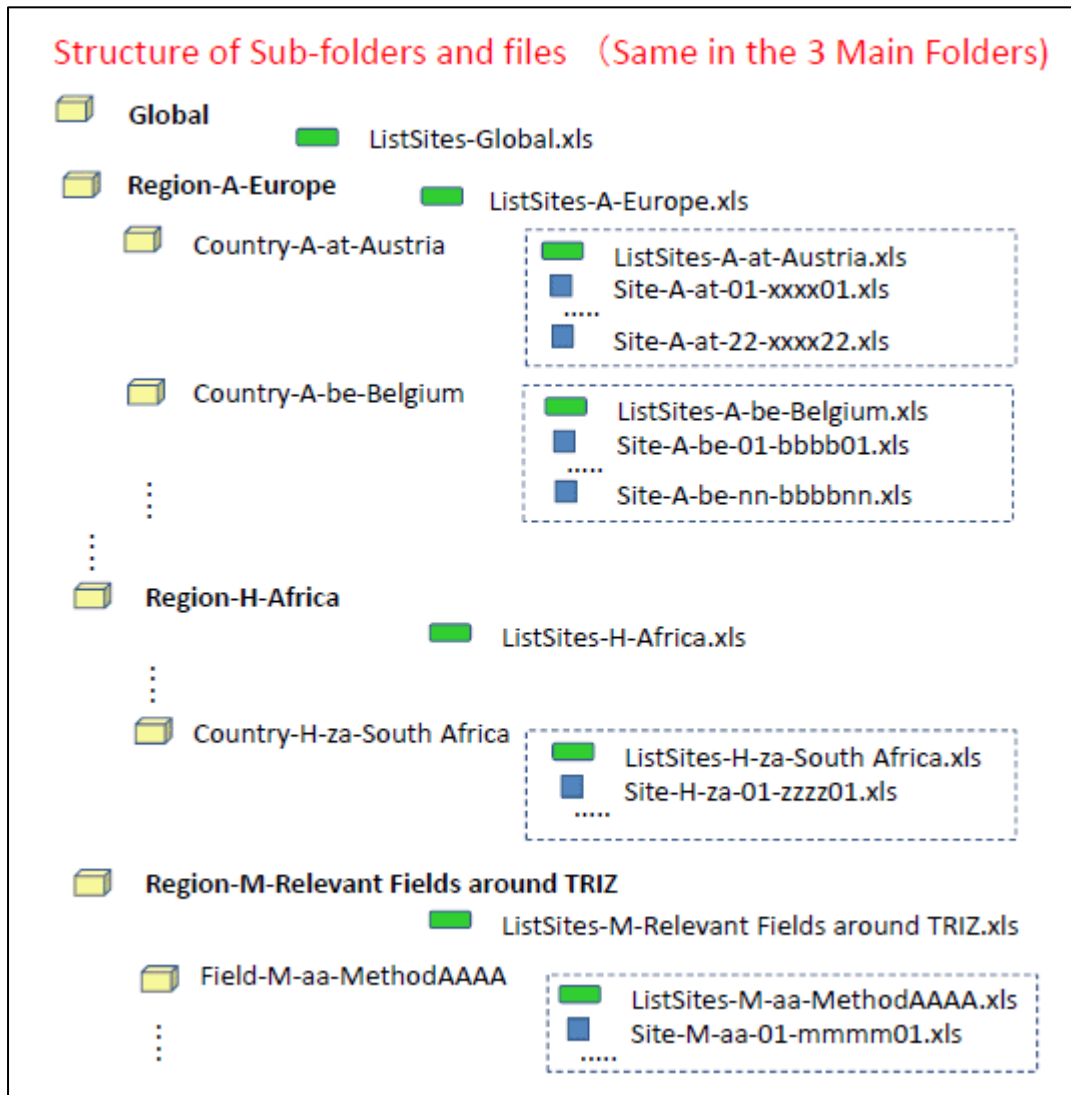
This sub-folder system is designed for easier handling and update management of the files. Each **Project Member** mostly works in one sub-folder, i.e., the Country sub-folder in the 'Project Draft' Main Folder (and also in 'Project Internal' Sub Folder).　Each **Region Editor** responsible for refining all the files of a Region will mostly work in one sub-folder, i.e., the Region sub-folder, and its ListSites file.　Each Global Co-editor will mostly work in Global sub-folder in the 3 Main Folders.

These sub-folders and the files inside them are arranged systematically in the alphabetical order by virtue of their naming scheme.
Nevertheless, the user interface of Bitrix24 is not so suitable to handle a large number of files in a folder, because taking a glance of a list of many files is not easy.　Please be patient.

7.　Description of Individual Site

Template of describing an individual site, and some Samples of description are stored in the 'Open Public' Main Folder.

The description is set in a tabular format, where most of the cells may be described freely so as to explain the site in their own suitable manners.

Item	Description
Country code, Country name **	
Site number (in 2 digits) **	
Name of the Site **	
URL **	
Language(s) **	
Single line introduction **	
Category/Characterization	
Owner/Key persons	
History/Last update	
Main features	
Particular articles (with URL)	
Further descriptions	
Writer and date *	
Note of description *	

Cell spaces for description may be expanded as necessary.

The items with ** mark are mandatory and will be shown in the List of Sites file.

The items with * mark are mandatory but will not appear in the List of Sites files.

Other items are body of description and hence very much desirable, but may be added/revised in later updates.

In order to make hyperlinks from the List of Sites files to individual Site files, the configuration of the Site files is specified as **.xls** . Please follow this rule for the purpose of smooth handling/integration of many files collaboratively.

8.   Description of List of Sites

Template of the List of Sites files is shown in the 'Open Public' Main Folder, and some Samples of List of Sites are also shown in the 'Open Public' Main Folder.

The template is a simple table listing many sites by quoting the mandatory information described in individual Site files.

World TRIZ Sites: Subpage: Region: Country:

No.	Name of the Site	URL	Language(s)	Single-line Introduction	Internal link to the Site file

1					
2					
・・・					

This table intends primarily to be a tool for managing to build the information of useful TRIZ sites as much as possible.　Please try to improve/extend the table for smoother management of Site files.

For showing the Project results, Lists of Sites should better be shown in a more readable, well-designed format using the information in this table.　Such Lists can serve as the abstract/brief　version of the (part of) World TRIZ Sites.
Pages of sites containing the whole information of individual sites may also be necessary.　Such pages will be made in various forms by you, I hope.
In such a list, the Sites should be shown in some order rearranged in a meaningful way.

I wish this guideline of our document system be practical and effective.　In the course of actual operation, please suggest improvements of usage and the guideline.

We eagerly wish that our 'World TRIZ Sites Project' achieve the goal smoothly by virtue of voluntary cooperation with you all.

Best wishes,
Toru Nakagawa