

# Avalon Project Checklist

- ☒ Set up appointment with Marketing team to devise Name and Logo
- ☒ Set up [chat channel](#) named `#{project-name}` (see HOWTO Create a Chat Channel)
- ☒ Set up mailing list named `{project-name}@hyperledger.org` (see HOWTO Create a Mailing List and HOWTO Add Moderator and/or Owner to Mailing List)
- ☐ Set up Jira project
- ☒ Set up Wiki space using project space (To be created in the meantime use the Sample Project Page as the home page in a blank space). Name the space `projectname` all lower case. Label the page with `project-home` so that it shows up on the main page and project page automatically
  - ☒ Configure the sidebar on the space and remove the "Pages", "Blog", and "Space Shortcuts" sections by clicking on the `-`` sign next to them until they appear as a `+`` sign. Then save the changes.
  - ☒ Edit the space permissions to provide View rights (and only view rights) to anonymous users.
- ☒ Add the Wiki space to the "Projects" menu (see HOWTO Modify Top-Level Menu)
- ☐ Work with the project maintainers to determine how source control will be handled and what repositories are needed
- ☐ Set up Github or Gerrit repositories by filing a helpdesk ticket ([helpdesk@hyperledger.org](mailto:helpdesk@hyperledger.org))
- ☐ Make sure DCO is turned on
- ☐ Make sure Maintainers sign off on NEVER TURNING OFF DCO
- ☐ Create an event on the [TSC calendar](#) for the first quarterly update (see [example](#)). We normally skip at least one quarter before requiring them to do their first update. That gives them time to get things up and running
- ☐ Create an event on the new working group's calendar to remind the subscribers that their TSC update is due (see [example](#))
- ☐ Work with the marketing team to develop a project-specific webpage (see [example](#))
- ☐ Work with the creative services team to create a project-specific logo (file Jira ticket similar to this [example](#), minimum two weeks in advance)
- ☐ Work with [pr@hyperledger.org](mailto:pr@hyperledger.org) to create a blog post (minimum two weeks in advance)
- ☐ Work with [marketing@hyperledger.org](mailto:marketing@hyperledger.org) on web assets:
  - ☐ Banner for homepage and greenhouse graphic tagline (if applicable)
  - ☐ Short description for Hyperledger projects landing page `/projects`
  - ☐ Extended description for dedicated project page
  - ☐ All currently available getting started resource pointers for the project page, i.e., Wiki, Github, WG, Chat, mailing list, video playlists
- ☐ Send out [welcome email](#) to the maintainers