EXECUTIVE SUMMARY

OVERVIEW

This document is a proposed Project Plan & Description for a web-based, scalable solution that would assist Freedom Teachings Students in their studies as well as help the MCEO to reach a broader audience. The project is called the Freedom Teachings Web Portal.

It is a way to create a unified, interactive archive of MCEO Freedom Teachings materials that has Win-Win-Win potential. That’s four wins. Here they are:

✓ It’s a win for new FT students because they will be able to navigate a complete selection of Freedom Teaching materials online. This solution respects and honors the sovereignty of each student’s path because their learning and exploring is self-directed according to their personal NOW guidance.

✓ It’s a win for seasoned KS’ers because the categorization of all materials into one comprehensive resource will inevitably bring to light connections that are not evident viewed separately. The value of a search that returns every single item in the archive having to do with the queried subject can not be understated. Add to that the fact that other items that relate to the result of the search also appear in orbit around the result (as seen in Fig 1). This shows how the searched material connects to the rest of the Freedom Teachings. Another layer of understanding can appear – an overarching connection – when these secondary relationships show up and offer a cherished “Ah-Ha!” moment.
It’s a win for the MCEO because it lessens the burden of being a narrow conduit of information and provides a means for direct purveying of Freedom Teaching materials that has great word-of-mouth potential because it is very easy to use. Providing the Freedom Teachings via a web portal is a scalable model that puts each student in direct contact with the source material without adding workload for the MCEO. There would be a reliable, predictable monthly revenue stream. Also, this solution needn’t replace the current MCEO products. In fact it can function as an interactive catalog of MCEO existing and future products because the source for each archived item (called a “Node” in this document) can have a clickable link that adds the item to a shopping cart.

And, last but not least there is a potentiality to support a long-awaited shift in mass consciousness. As more and more people achieve a more fluid, responsive relationship with the wisdom of the Freedom Teachings and the authenticity of Keylontic Science, there is a potential for a rise in the ambient vibration within this reality. Of course that potential exists without this project. However, having an easily accessible web portal where those curious can investigate the Freedom Teachings based on their own intuition without relying on an intermediary to help them find which workshop holds their answer... that could allow individuals whose BPR is hovering at the periphery of remembering their KRYSTic heritage to be drawn more naturally and comfortably to their heroic probability, their path home.

BACKGROUND INFORMATION

The Azurite Press archive of Freedom Teachings covers a very broad array of subjects because of the nature of the material. Perhaps the broadest array since the archive does not differentiate between science and spirituality and the source for the material correlates to the very Source of this entire reality. A broad array of subjects indeed. Also, many subjects are partially covered in several different items meaning the entire reference for a given subject appears in segments across several documents/videos.

Further, the statuses of some subjects change over time as the circumstances in this reality are very fluid so older items contain some obsolete information. But there is no way for a student to know if there is newer information available elsewhere. Add to that the fact that each item in the archive is hardly ever limited to just one subject. The net result is a need to be able to effectively search and blend various items in the archive to develop a comprehensive understanding of any given subject. The FT Web Portal provides this solution and has an intuitive graphic user interface (GUI).

The current situation can be seen as somewhat analogous to the state of Angelic Human DNA on this planet. There is tremendous value, wisdom and potential stored. However, the threads of information are segmented and disconnected making integration possible, but difficult and labor-intense. This project can be seen as a metaphorical reconnecting of wisdom that is analogous to the efforts of each student to reconnect their own DNA. It’s not a panacea or a “quick-fix.” Such a thing does not (and can not) exist. However, this project is a tool upgrade for earnest students to maximize the effectiveness of their efforts to learn and heal.
Currently the best tool for querying the archive is posting a question on, or searching the KS Yahoo Group. Product descriptions on the Azurite Press website along with Workshop Diaries are very comprehensive but there is no way to search them for specific subjects and the descriptions themselves do not reveal all the information contained in each product. Some of the valuable information in a workshop is not mentioned in the description or diary because there’s simply too much to list. So, a question posted on the Yahoo group is the best way to locate information and often gets a good response. However, sometimes the responses conflict with each other and rarely return a complete list of references for the queried subject. Also, the responses (while valued) are second-hand interpretations of the Freedom Teachings, not a direct connection with the material.

It must also be said that there is another aspect of the Yahoo group that is very beneficial. It is a way to connect with the rest of the FT community. These connections are precious affirmations for all FT students and support healthy growth of the shield.

This project proposes search functionality of the Freedom Teachings that puts the student in direct connection with the materials alleviating the need for students to ask other students to locate materials and determine whether they are looking at the latest information. The project also helps mitigate the tendency for new students to default to “guru-seeking” because it puts them in full control of their seeking process. And, while this project could not possibly replace the community aspect of the Yahoo group, it has the potential to further enrich the sharing that occurs there. One of the features is a way to save a search thread. These saved threads can be referenced and discussed by the group.

**PROJECT OBJECTIVES**

- To create a **maintainable** and **scalable** web-based portal that can easily **persist over time** so increasing numbers of Freedom Teaching students can each have easy, efficient and direct connection with the Teachings and reference them according to their own pace and guidance obtaining reliable first-hand information.

- **Maximize MCEO effectiveness** to convey information to a very broad audience while still maintaining a centralized archive of the Freedom Teachings where access is granted by the MCEO. With this web portal the work of organizing and categorizing the Freedom Teaching material needs only to be done once. After that the material can be accessed an infinite number of times with no additional interaction/work by the MCEO.

- Sort through all of the Freedom Teachings that exist in this reality and organize/tag them according subject matter making the entire archive searchable based on subject. This would **create an Ontology** for the Freedom Teachings that is all but required for Search Engine Optimization. An Ontology (which in this case is virtually synonymous with “taxonomy”) is what is used by Search Engines to make related suggestions – like how Amazon figures out what other books you might like based on your selections. For example a query on “Khu-Veca” would return all the related references for that High Veca Code as well as links to related subjects to add context. The student will be able to:
  - see the code
  - hear the tone
  - read from a list of techniques that use the code
- read the explanation of the code
- watch segments of workshops where the code is discussed

... all just one click away ...

Further, related subjects will show up as links if the student wishes to delve deeper into an understanding of Geomancies, or Primal Sound Fields, or even human biology and the effects of Jehovian Seals.

- Create simple, yet feature-rich and compelling interface that does not add complication to the material which can be complicated enough.

- To have baseline data available online within 3 months of project start.

- To implement a plan that makes keeping the archive up to date a smooth and easily repeatable process.
TECHNOLOGY & FINANCIAL OVERVIEW

This project is proposed as a financially net positive venture. There would be costs up front for the software and implementation. There would also be ongoing costs associated with advertising the FT Web Portal. However, those costs should be easy to offset with income from subscriptions.

Logins would be on a subscription basis that could be very affordable to encourage broader subscriptions. So, expenses should be easily offset by a monthly subscription income even with rates as low as $12.12/mo. Given that number and the reasonable assumption that at least half the membership of the Yahoo Group would subscribe the monthly Gross would be in excess of $21K. Access to the database can also be tiered so that some logins access more information than others. This can be reflected in the subscription rate. One such example could be with, or without video support.

The Project Description & Project Plan sections of this document give details that explain the technology and features in greater detail.

Fig. 2 – System Architecture Diagram

The following components are included in the proposed architecture (from top to bottom, left to right as shown in the diagram above):

- There would be monthly maintenance costs along with ISP support for public internet access. These fees can range from less than $100/month to a few hundred depending on website traffic. Desirable ISP features are fault tolerance and multiple locations, however these are not launch requirements.
The **Web Portal GUI** should be developed in-house for the most cost-effective result as well as to keep the valuable expertise about the portal in-house. More details on the GUI are in the Project Description & Project Plan sections of this document. Labor costs would depend on the level of functionality desired. Fairly sophisticated PHP implementation is available as Open Source Freeware, so there would likely be no PHP software costs.

**ThinkMap Software** is proposed as a key part of this solution that will provide the content for the “Map” tab.

- **Website**: [http://www.thinkmap.com/casestudies.jsp](http://www.thinkmap.com/casestudies.jsp)
- **Visual Thesaurus Demo** [http://www.visualthesaurus.com/](http://www.visualthesaurus.com/) (this demo site shows ThinkMap deployed in a way that most resembles this project)
- **Demo website**: [http://demo.thinkmap.com/](http://demo.thinkmap.com/) (this demo site shows a wide variety of implementations of Think Map to display data contained in Ontology databases including timelines and one called “Tree Of Life” which depicts biological genus)
- **Contact**: Michael Freedman, freedman@thinkmap.com (212) 381-0556
- **Annual Maintenance**: $2K which includes bug fix releases and email/telephone support.

**Apache Solr** is proposed as a key part of this solution. This is a powerful and free Search Engine that is fairly easy to implement but to really use it would require some expertise be brought into the project or OJ. (one feature require the functionality of Solr, it is commonly called the “Metadata Skewing” but is called “Amplifiers” in this document).


A **SQL Database** back-end would need to be purchased if the MCEO does not already have one. Database costs can vary greatly. There are even several OpenSource (Free) options. Which Database server to use would result from discussions with the other vendors. However, this is a reasonable example:

- **Licensing Cost**: One standard product is MS-SQL Server (with 10 Device/User Licenses would be enough for this project) would be a standard choice can costs between $1000-$3500 to license
- **Annual Maintenance**: varies

**SmartLogic Semaphore** is proposed as an optional part of this solution (because the Freedom Teachings Ontology can be created manually). Semaphore is a product that automatically creates and maintains and Ontology as well as the links between objects (called “Nodes” in this document). **Smartlogic offers trial implementations**.

- **Website**: [http://www.smartlogic.com/](http://www.smartlogic.com/)
- **Licensing Cost**: Base licensing fee for functionality needed is $50K.
- **Annual Maintenance**: 20% of licensing fee.
- **Contact**: Toby Conrad, toby.conrad@smartlogic.com, (773) 251-0824
  
  (Important NOTE: There are a few Open Source Ontology Managers on the market as well if this cost is prohibitive. For example Protégé [http://protege.stanford.edu/overview/pf-screenshots.html](http://protege.stanford.edu/overview/pf-screenshots.html) )
PROJECT DESCRIPTION

PROJECT OVERVIEW

This project is the cataloging of existing MCEO materials into a database that is searchable based on words (called “Properties” in this project plan) that are assigned to each item (called a “Node” in this project). The database would then be accessible via a website using software that is described in this project plan. Some of the materials in the MCEO archive would be cataloged as-is. Others would be broken into separate Nodes that represent logical segments discussing a specific subject.

This is no small undertaking as there is a great deal of detailed, technical information in the MCEO archives. However, once the work is done the result will be an enormously valuable tool to search the Freedom Teachings such that has not been seen in this world for quite a long time, if ever.

This project is proposed using software called “ThinkMap” there are others on the market that perform similar visualization of archives but ThinkMap is the one that is the underlying architecture for this proposed project. The most prominent implementation of ThinkMap is as a Visual Thesaurus so a demo can be explored at: http://www.visualthesaurus.com/

Typing a word into the Search box at the top of the page will launch the interactive Thesaurus application. Since ThinkMap has an Open API, every aspect of the user interface is customizable. Case Studies depicting details of some other varieties of ThinkMap are viewable at: http://www.thinkmap.com/casestudies.jsp or http://demo.thinkmap.com/

VOCABULARY

There are a few terms that will be helpful to understand in context. So, this is a vocabulary list that can be referenced when there’s a question regarding how a term is used in this document.

**Amplifier**: In terms of an Ontology an “Amplifier” is commonly called a “Class”, “Concept” or “Metadata.” In the context of this document an Amplifier is used to filter results. This is necessary because the Freedom Teachings Archive contains several domains of knowledge that are not typically available as one source (i.e. Science, Spirituality, Cosmology, Galactic History, etc.).

**Focus Node**: The Node in the center of the Map is called the Focus Node. The Caption below the Map will always display information related to the Focus Node (and no other).

**Node**: This can be a PDF doc, a diagram, a video segment, an audio clip ... any piece of the MCEO archive of Freedom Teachings. Nodes are modularized so that each individual Node represents a logical explanation of one, or a few related topics. The idea is to present topics in digestible portions. Nodes appear in the Results Panel in both the Map and Thread tabs.
Nodes are stored in the Freedom Teachings Database as individual items with links to their original source stored as well.

**Ontology**: A formalized listing of the subjects contained in a given domain of knowledge. In the case of the Freedom Teachings the Domains of Knowledge could be said to be: Cosmology, Consciousness, Physics, Spirituality, Biology... These domains of knowledge each have their own vernacular – words that are used with regularity in materials having to do with that domain. An ontology is an explicit listing of properties and facets to facilitate searching and organizing vast archives of data based on the relative links between the words. Ontologies are what are used to drive Internet Search Engines and creating an Ontology for the Freedom Teachings is key to Search Engine Optimization because no such single archive of data exists (besides the Freedom Teachings) therefore Search Engines will not easily relate FT materials to searches.

**Property**: In order to create a searchable Ontology, each Node must be tagged with the properties it contains. (Node properties as discussed in this document are analogous to Ontology Slots or Roles).

**Search Navigation Panel**: The left side of the GUI that contains the controls for searching and navigating the Freedom Teaching Web Portal.

**Results Panel**: The right side of the GUI where the search results display on the Map & Thread Tabs.

**Taxonomy**: For the purposes of this document, taxonomy is generally synonymous with ontology. However, in general taxonomy refers to the hierarchical ordering of data while ontology is more about the organization and collection of relationships between data (not necessarily hierarchical).

**Thread**: Threads are a series of related Nodes found by executing a single search that create a comprehensive view of a given subject in the Freedom Teachings Archive.

**Thread crumb**: An individual Node in a list (thread) of Nodes.
GRAPHIC USER INTERFACE (GUI)

The FT Web Portal GUI has two panels, a left one and a right one. They are called the “Search Navigation Panel” and the “Result Panel” respectively. Tabs run across the top of the interface with each tab displaying different features and results described in this section.

The tabs located on the Search Navigation Panel are “Search” where a user can query the database. And the second tab is the “Community Archive” where saved search threads can be accessed.

Basically, the “Search” tab creates the start of a new query. Meanwhile, the “Community Archive” tab allows the user to review previously saved threads that proceed through the Freedom Teachings on a preset path of Nodes. These threads can be created by other users, the MCEO, or even suggested by the Guardian Alliance.

The tabs on the Results Panel are “Map” & “Thread.” The Map tab displays an interactive map of Nodes that match the search criteria. (It’s helpful to visit www.visualthesaurus.com and enter a word into the interactive Thesaurus demo. Click the “try” button to experience what is meant by “Interactive map of Nodes”).

All Node icons on the map are clickable. When a user clicks on the Focus Node it will launch in a viewer/player (depending on the type of Node). Text documents would launch as Adobe PDFs or just plain text in a browser screen. Audio would launch in the user’s default audio player, the same with video Nodes. If a video Node is in focus (in the center of the map) and the FT Student dbl-clicks it, the video launches and begins to play as shown here:

![Fig 3 – Search Navigation Panel on (highlighted) left. Results Panel (highlighted) on right.](image-url)
Fig 4 – A video segment is launched when the FT Student double-clicks the icon on a map that resulted from their search of the Community Archive for Nodes that relate to the “8th Chakra”

INTERESTING NOTE: Since support for Second Life was also mentioned in the Aurora Earth introductory information, it might even be possible for a Node to represent an interactive, instructional module/room on the Second Life site where an FT Student could click to visit a live, interactive session to demonstrate how to do Optical Pineal Induction ... or demonstrate a Tech to help the student visualize their work with their own energy fields. Or many other interactive experiences could be set-up in Second Life and linked into the Ontology.

FEATURES

This section provides detailed descriptions of features and functionality in the FT Web Portal. One thing that should be noted is the user interface is completely customizable. The interface shown in this document presents the functionality in a way that could be considered intuitive. But, the screen shots in this section are samples of what the FT Web Portal could look like. The actual program could be laid out differently if desired.
The features are described in the order that they appear in the GUI (top-to-bottom, left-to-right).

**SEARCH TAB**

This tab starts a new search thread whenever the user clicks the “GO” button. There are five features on the Search Tab.

Fig 5 – There are five features on the Search Tab

**Feature #1 Search Order fields**
In the Navigation Search panel at the top of the Search tab are the fields for entering the words to be searched. Three entry fields with the search order going from top to bottom. Secondary and tertiary search words are optional.

**Feature #2 The GO Button**
Clicking the “GO” button populates both the Map and Thread tabs in the results panel based on the entire contents of the Search Tab.

**Feature #3 The Left/Right Arrows on either side of the GO Button**
These arrows become active when the user has an open Thread. They are used to step forward and back through the Thread.

**Feature #4 The Persistent Search Check box**
When this box is checked, each time the FT Student clicks on icons in the Map the Search tab contents are reapplied to the results. When this is not checked, the only time the Search Tab contents are evaluated is for the first result.

This becomes important when the FT Student wishes to maintain focus on the specified search criteria. For example, if the student wants to review available information on “Tara” it’s easy to imagine there will be many, many Nodes in the archive with that property.

If the “Persistent Search” checkbox is not checked, then only the first Thread Crumb will obey the search criteria and the FT student could easily, quickly navigate away from Nodes that have anything whatsoever to do with Tara. Clicking through the Nodes would be much more like free-associating than persistently searching the Archive for a particular subject. While that might be desirable when a student wishes to follow pure intuition, it could also quickly render the original search irrelevant.

For example, in three quick clicks the user could jump subjects as follows Tara-> Second HU->Prana->Mion Units. Each one of those steps has to do with the previous one and might be the correct path for the FT Student to take depending on what they want to find in the Archive. However, “Mion Units” has precious little to do with Tara. So, when “Persistent Search” is checked the responses to each jump will keep to the subject of Tara.

(IMPORTANT NOTE: This feature is only included in the Professional Version of ThinkMap which is $30K instead of the $10K quoted in the Executive Summary Section above. However, this functionality can be built in PHP (or Java) that runs on the client side. The result would cause more computing to occur on the client machine, but the performance impact should be negligible if it’s noticeable at all, especially weighed against the value of this feature.)

Feature #5 Amplifiers

There are four amplifier categories. They are: Spirituality, Science, Earth History & Galactic Politics. The purpose of these categories is to identify the focus or slant of information in a given Node so that a FT Student who has a particular interest in Galactic Politics (ET/race dramas) could see results that were rich with that type of detail listed at the top of their search results.

(IMPORTANT NOTE: The description here assumes that the initial version of the FT Web Portal will not have an automatically created/maintained Ontology. Meaning, the addition of Semiphore to the Architecture will come later if at all. Therefore, this feature description is written to reflect manual Ontology creation/maintenance. That said, this same functionality could definitely be produced using Semiphore but it would be described in the context of that software instead of the way it is detailed here. Also noteworthy is the fact that having an Ontology associated with the Freedom Teachings is crucial for Search Engine Optimization and maximum exposure of the Freedom Teachings. So, either way creating an Ontology, which is required for this feature, is important.)

Some material is heavily populated with Scientific information. So, the “Science” amplifier category would carry the highest rating and cause the Node to bubble-up to the top of the
list for the FT Student who chooses to amplify Science. This would not preclude the same Node from also having an amplification for Spirituality or Galactic Politics if the material is also present to support those ratings.

Each Node in the database will have an amplifier value for each category. Those values can range from 1.0 to 1.5. An amplifier value of 1.0 means the Node is not at all rich in that amplification category. There might be some superficial mention within the category, but it is by no means the focus of the Node.

Meanwhile an amplifier value of 1.5 means the Node has a great deal of information pertaining to that category. Basically, the amplifiers add 10% to the weight of a Node as shown below. The “Weight” of a Node is calculated as described in this document and directly relates to the prominence that Node gets in the results panel – higher weighted Nodes are stronger matches for the search and bubble up to the top of the list.

<table>
<thead>
<tr>
<th>Amplifier Value</th>
<th>Weight Adjustment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>No weight adjustment</td>
</tr>
<tr>
<td>1.1</td>
<td>10% weight increase</td>
</tr>
<tr>
<td>1.2</td>
<td>20% weight increase</td>
</tr>
<tr>
<td>1.3</td>
<td>30% weight increase</td>
</tr>
<tr>
<td>1.4</td>
<td>40% weight increase</td>
</tr>
<tr>
<td>1.5</td>
<td>50% weight increase</td>
</tr>
</tbody>
</table>

Fig 6 – Amplifier values

Properties for a Node are entered into the database with values between 0 – 10 based on the prominence of the topic in the item. The figure below shows two maps that could result from a search for the words: Aquafereion, Akashic & Hara Body. The left example has a document “Amsterdam 7 Q&A” as the Focus Node. It’s properties (listed below the map in the caption field) are also listed in Fig 8 below which shows the weight assigned to each property.

The right example has a document “Amsterdam 6 Q&A” as its Focus Node.

Fig 7 – Examples of Search Result Maps for the words: Aquafereion, Akashic & Hara Body
Technically there is no maximum number of properties a Node can have. So, there could potentially be several properties with the same value. (In this example the value of each property is a .5 difference between the properties as a simplified example to describe this feature but that does not need to be the case). The purpose of assigning weight values to a property is so that the search algorithm will correctly identify target results. Following is a table of weights for the properties of the Amsterdam 7 & 6 Nodes shown above. The bolded values at the bottom of the list are the Amplifier values. They show that Amsterdam 7 is heavily saturated with Scientific info while Amsterdam 6 most presents a Spiritual perspective with a fair amount of Galactic Politics mixed in.

<table>
<thead>
<tr>
<th>Amsterdam 7</th>
<th>Amsterdam 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aquafereon Shield</td>
<td>Urtha</td>
</tr>
<tr>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>LaVa Currents</td>
<td>Krystal River Councils</td>
</tr>
<tr>
<td>9.5</td>
<td>9.5</td>
</tr>
<tr>
<td>Eye of God</td>
<td>Solar Symbiosis</td>
</tr>
<tr>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>Allurea</td>
<td>Fire Chamber</td>
</tr>
<tr>
<td>8.5</td>
<td>8.5</td>
</tr>
<tr>
<td>Starfire Point</td>
<td>Adashi</td>
</tr>
<tr>
<td>8</td>
<td>3.5</td>
</tr>
<tr>
<td>Akashic Record</td>
<td>Eiradonis</td>
</tr>
<tr>
<td>7.5</td>
<td>3</td>
</tr>
<tr>
<td>Angular Rotation of Partical Spin</td>
<td>Encryption Codes</td>
</tr>
<tr>
<td>7</td>
<td>2.5</td>
</tr>
<tr>
<td>HaRa Bodies</td>
<td>Spanner Gate</td>
</tr>
<tr>
<td>6.5</td>
<td>2</td>
</tr>
<tr>
<td>AdorA</td>
<td>Aurora Platform</td>
</tr>
<tr>
<td>6</td>
<td>1.5</td>
</tr>
<tr>
<td>EtorA</td>
<td></td>
</tr>
<tr>
<td>5.5</td>
<td></td>
</tr>
<tr>
<td>Mahara Reisha Body</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
</tr>
<tr>
<td>KaLE-Hara Body</td>
<td></td>
</tr>
<tr>
<td>4.5</td>
<td></td>
</tr>
<tr>
<td>Adashi</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Bhardoah</td>
<td></td>
</tr>
<tr>
<td>3.5</td>
<td></td>
</tr>
<tr>
<td>Eiradonis</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>Spirituality</strong></td>
<td><strong>Spirituality</strong></td>
</tr>
<tr>
<td>1</td>
<td>1.5</td>
</tr>
<tr>
<td><strong>Science</strong></td>
<td><strong>Science</strong></td>
</tr>
<tr>
<td>1.5</td>
<td>1</td>
</tr>
<tr>
<td><strong>Earth History</strong></td>
<td><strong>Earth History</strong></td>
</tr>
<tr>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td><strong>Galactic Politics</strong></td>
<td><strong>Galactic Politics</strong></td>
</tr>
<tr>
<td>1</td>
<td>1.3</td>
</tr>
</tbody>
</table>

Fig 8 – Node property weights and amplifier values

(NOTE: these four are suggested amplifier categories. There can be any number of amplifiers. For example it might make sense to break-out the Science amplifier into separate Biology and Physics amplifiers.)

The formula is: Property x Amplifier = Node weight. And the higher the weight, the higher the Node appears in the search result list. So, given the above values a search of the database for the property “Adashi” would return the values shown below in Fig 9. Note that the weight of the word “Adashi” is virtually equal in the two documents (4 and 3.5). So, in theory they cover the subject of Adashi to similar depth. The weight difference emerges when the overall
focus of the document is considered using the Amplifier values. One document is a more scientific presentation, while the other gives more emphasis to Spirituality and Galactic Politics. So, the user’s choice of amplification influences the results of their search and finds material more in line with their interest/perspective.

<table>
<thead>
<tr>
<th>Node weights when searching for the Property “Adashi”</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Amsterdam 7</td>
<td>Amsterdam 6</td>
</tr>
<tr>
<td>No Amplifier</td>
<td>4 No Amplifier</td>
</tr>
<tr>
<td>Spirituality Amplified</td>
<td>4 Spirituality Amplified</td>
</tr>
<tr>
<td>Science Amplified</td>
<td>6 Science Amplified</td>
</tr>
<tr>
<td>Earth History Amplified</td>
<td>4 Earth History Amplified</td>
</tr>
<tr>
<td>Galactic Politics Amplified</td>
<td>4 Galactic Politics Amplified</td>
</tr>
</tbody>
</table>

Fig 9 – Bolded entries indicate which document would be rated highest for “Adashi” with various amplifiers

**Feature #6 Magnifiers**

Given the overlapping subjects in much of the FT Archive, it might be necessary to achieve a more granular focus. This feature really fine tunes the search by magnifying a particular search word without adjusting the search order. For example in the figure below the words searched are Aquafereion, Akashic & Hara Body in that order. Except this time the tertiary search “Hara Body” is magnified (note the position of the slider below the field).

![Fig 9a – Magnifying Hara Body](image)

Since the magnification sliders are neutral for Aquafereion and Akashic the emphasis on those would remain the same meaning the set of possible result Nodes does not change until we get to filtering for Nodes containing a reference to Hara Body. Since there would probably be a lot of Nodes with these three properties, the Student might want to still prioritize the search with the three words in that order ... but want to see everything on Hara
Body where Aquafereion & Akashic are the top subjects. This would be the case where the student is *primarily* interested in Hara Body but *only* within the topics of Aquafereion & Akashic. (A simplified version of this feature can be seen here [http://demo.thinkmap.com/patents/applet.html](http://demo.thinkmap.com/patents/applet.html) at the bottom left of the screen there is a slider labeled “Depth” clicking on the Plus and Minus signs has the effect of increasing/decreasing result Nodes.)

Or here is another variation ... the FT Student still wants to see everything about Hara Body, but this time also prioritize Akashic and deemphasize Aquafereion. This search would ensure that the word Aquafereion at least appears in the property list (because it is the primary search criteria). But this search setting magnifies the importance of Hara Body & Akashic in the result Nodes. If Aquafereion were moved to the tertiary search position instead of being deemphasized, there is a greater potential for search results that would have no mention of the word Aquafereion, rather just some secondary association with the topic via one of the properties.

![Search Order: Aquafereion, Akashic, Hara Body](image)

**Fig 9b – Deemphasizes Aquafereion while magnifying the others**

Now, let’s apply the magnification functionality to the Map tab results. In the case where the FT Student fine-tuned their search to the exact focus they want but they still get too many results for the map to be useable (which is a possibility). Moving the slider to the left will peel off some of the lesser matching Nodes. Remember there is always the Thread tab where the complete list of result Nodes will display. And in the case where not enough Nodes resulted, the Map Window slider could be moved to the right and that would widen the filter to increase the chance of more Node results.
Fig 9c – Still too many Nodes on the left even after adjusting search field magnifiers (notice slider at neutral). The right shows the effect of moving the slider to lessen the result count.

**NOTE:** It is also possible to have a Slider – perhaps that runs vertically along the right side of the result screen – that would adjust the “Time” of the node. If the slider was set more to the top the search would favor newer nodes ... more to the bottom the search results would favor older nodes. It’s also possible for a preference setting that would define which “date” was used to identify the “time” There will be at least two date fields for each node. One date would represent the date when the material was delivered into this reality. And the other date could be when the node references in the time line (i.e. 500 M Years Ago).

**COMMUNITY ARCHIVE TAB**

The Community Archive Tab is where FT Students would go to search through a list of saved, predefined Threads. Technically these searches are performed against a subset of the database. The Threads are saved permanently as an admin task directly into the database (meaning since this is a one-time task, no admin interface is proposed to save Community Threads).
Fig 10 – The Community Archive Tab utilizes a similar layout to the Search Tab

Features #1 - #4 are described in the Search Tab section above and operate similarly on this tab. The only difference is the Community Archive tab searches only through the Nodes that are saved in Community Threads and then renders a list of fully-formed threaded results to the “Tread” tab (described in the Thread Tab section below).

Feature #5 **Thread Category**
A Thread Category is a way of classifying the type of Thread that is saved. Each category has a checkbox to indicate whether it is to be searched or not. The default is to search ALL threads unless one or more are check marked. There are four proposed Archive Thread categories:

**Newcomer Threads:** These will be treks through the introductory information such as the Summary documents on the website, the biographical information of MCEO Speakers, The Attitudes & Responsibilities for Mastery ... all recommended reading ... anything that would be considered introductory and/or basic recommendations for people new to the Freedom Teachings... a great place for new subscribers to the FT Web Portal to begin their experience.

**GA Recommended Threads:** This is exactly what it says... any series of Nodes the Guardian Alliance would like to recommend. One example that comes to mind is the series of diagrams that were presented in the Project Camelot Interview. Once familiar with the video a FT Student could then step through that thread in the Freedom Teachings Web Portal where they would be presented with a rich set of related links in other MCEO materials that provide deeper, broader insight into what is discussed in the Camelot Interview. That single
video and the accompanying chart pack could easily turn into a grand tour of the Freedom Teachings when related Nodes are reviewed along with the video.

(For that matter, each and every workshop could be saved as a Thread with Nodes presented in the order that they appear in the Workshop. Once the Nodes are incorporated into the FT Database Archive, they would then be linked to all related material regardless of the source for the material. Even seasoned FT students could see links to related materials appear that they may not have considered or known about as they step through the Workshop Agenda. ALSO, whenever new material is added to the Archive, say from a newer workshop, it would automatically appear in orbit around related topics from the older workshop.)

**Community Favorite Threads**: These could be submitted to the MCEO by FT Students. When they develop a particularly informative thread they would document the Node sequence and forward that to the MCEO for consideration to be included in the Community Archive. (This functionality could be automated and implemented easy enough in the Portal, but initially this would be a manual process).

**Technique Threads**: These would be threads designed to explore the Nodes relating to a particular technique. For example, the Maharic Seal technique thread might follow a series of Nodes having to do with these topics: Harmonic Universes->Chakras->Maharic Shield->Divine Blue Print->Heroic Probability.

There could also be several different Threads saved for the Maharic Seal. All of the possibly related topics don’t need to be jammed into one Thread. In fact, the more threads the better, because these threads will be searched based on the all properties of the Nodes they contain. So, for example if someone was looking for all the techniques related to Chakras or Divine Blue Print they would encounter the Maharic Seal.

---

**Fig 11 – Results from searching Technique Threads in the Community Archive for the words “Maharic Seal”**
In the figure above the second Thread is highlighted consequently the caption box (below the Thread List) describes the first Node in that saved Thread as:

“Engaging the God Languages Kathara Team Module: Sound Chakra, High Veca Code, High Veca, Tribal Activation, Geomancy, Light, Order, Thoughts”

This is the same caption that would appear for this Node if it was reached via the Search Tab. The Node properties remain the same.

So, if the FT Student wanted to step through this community thread (which according to this display starts with a video clip from the “Engaging the God Languages” Kathara Team Module and ends up with a text clip from the Kathara 1 Manual) the Student would simply click on the right arrow (next to the “GO” button). Clicking the right arrow would step through the Nodes in this thread and the caption would change to reflect the description of the next Node in the thread which might be an audio clip from a radio interview with the caption highlighted here:

![Updated Caption for second Node in Community Thread](image)

The value of these Community Threads is that they are saved sets of steps through the archive that present a broad perspective of a subject. This exposes the FT Student to a fully saturated understanding of a subject that is somewhat guided if they choose it. The threads will function just as normal threads do meaning the Student can click off the established thread at any point to explore tangential information knowing that the thread is always saved and can be revisited.

It’s also important to understand this additional aspect of the Freedom Teachings Web Portal functionality... as new material is added to the Archive it will automatically appear and be associated with existing material. An Archive such as this one does not become obsolete due to changing circumstances. In fact it becomes more robust. This fact is key to achieving the objective stated in this plan for creating a resource that will stand the test of time and can be used by ever-increasing numbers of FT Students without additional workload on MCEO members.

To explain what that means ... if future workshops cover a topic that already exists in the archive, then the Nodes from newer workshops will automatically appear in orbit around the existing Nodes in a map (because their properties will be so similar that they will match the
search criteria causing them to appear orbiting the map). There will be no need to go back and edit existing material with references/updates to the newer materials. This is one way FT Students can make sure they are looking at the latest updates. This does not mean the older material disappears ... it simply appears along side the newer material and the FT Student can compare dates and decide if they want to review old, new or both. Each search will always reveal Nodes in the archive that are related to each other regardless of when the Node was created.
MAP TAB

The Map tab has two boxes, the top one contains the Node Map and the bottom displays a caption for the Focus Node. The Node that most closely matches the search criteria will be centered in the map and is called the “Focus Node” with related Nodes orbiting around it.

Looking back at the example of the “Amsterdam 7 Q&A” Node, it is centered in the Map. This would hypothetically be the top-scoring item in the database for the three words entered: Aquafereion, then Akashic Record, then Hara Body.

![Map Tab Example](image)

Fig 13 – Double-clicking on the Focus Node launches the PDF doc in a viewer.

There is a detailed description of the Focus Node in the field below which is called the “Map Caption”. The full name for the item appears in the caption as “Amsterdam Class 7 Q&A (AMST DVD 2 Counter Time: 1:49:32 – 2:24:21) Detailed Questions and Answers, Vocabulary & Multiple Choice.” Then there is a list of words. This is actually the list of the properties. These are the words that make the item searchable and are entered into the database as properties. The list appears in order (most prominent to least prominent topic). The FT Student can scan the Map Caption to see if the focus Node is one they wish to open and review. If so, they open the Focus Node by double-clicking it. Or if they don’t think the property list fully addresses their interest, they can double-click on another Node in orbit. (Using the demo link [http://www.visualthesaurus.com/](http://www.visualthesaurus.com/) will help explain how the user moves focus from one node to the next).
Orbiting around the “AMST 7 Q&A” Focus Node are other Nodes. These are not a result of the search they are related to the result. Only the Focus Node is the result. This is an important thing to note because it is the one of the most powerful aspects of the FT Web Portal. Why? Because it shows the student an array of supporting information related to their search. It shows the rest of the picture regarding how the information they found relates to the rest of the Freedom Teachings.

Dbi-clicking an orbiting node would cause it to become the Focus Node and the caption would then relate it. A new set of orbiting icons would appear that are related to the newly centered Focus Node on the map. The student basically steps through the archive moving from one Node to the next reading the caption to see whether the caption interests them. Also, ThinkMap supports ToolTips so the FT Student could also simply hover their cursor over an orbiting Node and a ToolTip can pop-up to show that Node’s Caption. The figure below shows what would happen if the student dbl-clicked “AMST 6 Q&A” which is in orbit in the Fig 14 above. The Focus Node becomes “AMST 6 Q&A” and a different set of orbiting Nodes appear. The Map Caption also changes to reflect the properties associated with the “AMST 6 Q&A” Node.
THREAD TAB

The top box of the Thread tab lists Nodes in the database that match the search criteria. Each row starts on the left with an icon indicating the type of material (shown in this document are sample icons, the actual ones should be original art/symbols that would also be used as the Node icons in the Map):

- Scroll indicates a **Text Document**
- Movie clapboard indicates a **Video Segment**
- CD with musical notes indicates an **Audio Recording**
- Chart indicates a **Diagram**

The bottom box on the Thread tab lists the “Thread Crumbs” – a list of Nodes in the order the user clicked on their trek through the Freedom Teachings Archive. This will be helpful when retracing steps is needed. Initially, the selected search result will be the only item in the Thread Crumb list. Then as the user clicks on orbiting/related Nodes (on the Map tab), each item accessed will be sequentially added to the Thread Crumb list.

![Diagram of Thread tab with sample entries and icons](image)

**Fig 16** – Threads with the properties of Aquafereion, Akashic and Hara Body
So in the previous example when the FT student clicked on “AMST 6 Q&A” the Thread Crumb list would have been updated to appear as shown here:

![Thread Crumb updates when the next Focus Node is chosen](image)

The selected Node (or Thread) is highlighted and will be the Node that is the Focus Node on the Map Tab. In the screen shown above, if the Student preferred to focus on the “Drums of Aquafereion” Node they would simply click on that line to highlight it and that would cause the Map to repopulate with it as the new Focus Node along with its related orbiting Nodes.

Clicking the Left/Right arrows (next to the “GO” button in the Search Navigation Panel) will step through the Thread Crumb List moving focus backward/forward one step on the Thread Crumb list regardless of whether the FT Student is on the Thread tab OR the Map Tab. In this case if the Student had changed focus to the Amsterdam 6 document, clicking the left arrow would move the Map Focus Node back to the “Amsterdam 7 Q&A” document.
PROJECT PLAN

OVERVIEW

This Project plan section describes a high-level view of project management for the proposed FT Web Portal. Shown here are the work breakdown structure; an overview of roles & responsibilities; and some risks to the schedule posed by obvious resource loads. For the purposes of this document, the project plan is not fully engaged to task-level granularity. The purpose of this document is to present a digestible picture of the project overall.

This project is no small undertaking to be sure. It is a Web Portal for the Freedom Teachings. It represents a significant effort to implement and the potential to positively support the ascending path of all who choose it cannot be understated. This project could literally make the difference for untold numbers of Freedom Teaching Students.

That said, once this project is implemented its maintenance is a great deal less than what is focused on the existing Yahoo Group as comparison. And it would provide direct access to the Freedom Teachings for the entire community of ascending consciousness (at least the ones with internet access).

Of course, the decision of what content becomes available online is the purview of the MCEO and can therefore easily accommodate security concerns. But any content that would be made available via this FT Web Portal would be presented directly, meaning with no intermediate filtering. The value there is the release of the pattern of “guru seeking” that impedes the progress of so many in this reality.

So ... how to really make this happen? There are three major phases in this project plan:

Design:
- Collaborative discussion and finalization of the GUI
- Project plan finalization
- Database design (this task varies greatly depending on the whether the Ontology is created and maintained manually or automated)
- Ontology design
- Create guidelines for how to modularize the existing Archive of Freedom Teachings
- Software vendor coordination
- Resource identification (Freedom Teachings, personnel & technology resources)
- Technology training for MCEO staff to familiarize the software

Implementation:
- Excellent Team Communication
- Freedom Teaching Node creation
- FT Web Portal development (Software vendor side & in-house PHP GUI design)
- FT Web Portal Testing
- Ontology creation
• Marketing and advertisement of the availability of the FT Web Portal (to include Ontology integration into the existing Search Engine community on the web)
• Software Vendor management

Maintenance:
• Technical maintenance of the FT Web Portal and periodic upgrading of technology.
• Addition of new Nodes as the material comes into this reality.
• FT Web Portal user community maintenance
• Follow-up regarding any Quality Assurance feedback provided by the Freedom Teachings Community.
• Ontology maintenance
• Ongoing Advertisement of the FT Web Portal
• Long term ... localizing (translating) the FT Web Portal (software recommended in this plan supports internationalization)

Further consideration should be given to staging the implementation of the FT Web Portal. For example, the first release of the portal might only include diagrams. That would be worth considering since those documents are already finite and modularized. Also, the properties (ontology) of each diagram are easily discernable. This would make diagrams the easiest materials to deliver and get the FT Web Portal released within the 3-month objective stated in the Executive Summary. Then, once the diagrams populated the FT Web Portal adding additional types of materials would follow the existing process. This does not lessen the work to implement the technology. That remains the same. However, the long pole in the tent on this project is going to be creating Nodes from existing Freedom Teachings. So, the release of the FT Web Portal needn’t wait for the completion of that single task.

ROLES & RESPONSIBILITIES
Here are the broad descriptions of the stakeholder roles in the FT Web Portal Project:

MCEO Speakers & GA: guidance and oversight as well as contributions where necessary or advantageous.

FT Student Community: Feedback and contributions regarding usability and Node integrity.

Project Team Member: This is the most broadly defined category. There will be lots for people in this role to do. And while there is no intention to implement a staunchly hierarchical structure in this project, there should definitely be one focal person in the role of Facilitator/Project Manager.

Archivist: This is the role most intensely focused on the Quality Assurance of the Nodes and the Portal performance. These should be people who are very familiar with the Freedom Teachings and naturally embody the A&Rs in every aspect of their everyday life.

IT Team Member: These responsibilities are technical and require a techie skill set.

NOTE: there is no reason a single individual can not contribute in multiple roles. These descriptions serve mostly to describe the responsibilities.
PROJECT TRACKING and MANAGEMENT

WORK BREAKDOWN STRUCTURE

Below is a Work Breakdown Structure diagram that shows the broad aspects of tasks and schedule for the FT Web Portal Project. Across the top are the phases and major elements of the project. On the left are the Roles. The matrix shows the priority and timing of the larger tasks in the project.

Fig 18 – Work Breakdown Structure showing roles and responsibilities throughout the project lifecycle
RESOURCE LOADING NOTES

By far the biggest resource bubble across the entirety of this project will be Node Creation during the Implementation Phase. The bottleneck in that process will be Quality Assurance. Extra resources for this task will come from the FT Student Community (perhaps in exchange for subscription fees to motivate high participation, or on a volunteer basis). In any case, having the FT Student Community involved early in the Design Phase for the task of Creating Modularization Guidelines is key to lessening the schedule impact of this anticipated resource bubble.

Secondary resource loading considerations include:
- Ontology creation (especially if it’s done manually)
- GUI implementation (depending on PHP and/or Java expertise to implement features)
- Initial public launch (isn’t this always crunch time?)
- Introduction & training at the beginning of the project (early, excellent communication is key to the success of this entire project)

Special consideration should be given so that these loads do not degrade either quality or schedule expectations.

PROJECT MONITORING and CHANGE TRACKING

Excellent, centralized project team communication is key to monitoring any project especially one where external resources are intricately involved (e.g. FT Students & Software vendors). Standard methodologies should be applied in this project. They include:

- Team meetings
  - Task Teams
  - Project Teams
- Centralized Communication
- Change Management
- Issue Management
- Status Reporting
QUALITY ASSURANCE

QA GOALS & OBJECTIVES

The foremost objective of this project is to create a persistent resource of Freedom Teachings material that supports the studies of sincere FT students on their individual path. By its very nature this is a subjective goal because each person’s path is unique. Yet the resource must be authentically approachable from every student’s perspective. Another equally important objective is to create this resource in a way that is scalable meaning the effort required to assist FT Students must not increase proportionally to the number of students.

This means the initial effort to create the Archive and Ontology must give rigorous attention to capturing the authentic essence of every Node entered into the Archive. This focus will mean a lot of earnest attention and work during the Design and Implementation phases. However, the good news is that work only needs to be done once. After that, the FT Web Portal can be accessed an infinite number of times without repeating any of that work.

Nonetheless, quality is an ongoing focus for this project not just at time of implementation but also relating to each FT student’s experience accessing the material. After all the whole point is to support each student’s efforts to suss their truth; their understanding of their own journey. Each person will have a slightly different perspective. That makes the implementation and management of the ontology pivotal to assuring the quality of this project.

QA APPROACH

The key feature of the QA approach is integrity.

Data integrity in this case goes beyond the electronic stability of the stored data. It also includes the conjunctive value of the data – how it supports connections with other data and the clarity and accessibility of the wisdom of the Freedom Teachings that each Node presents. This can become a very subjective endeavor especially if the Ontology is to be manually created (not using a software tool such as Semiphore). But that does not negate the importance of having a clearly outlined approach to assuring the comprehensive quality of the data.

Search result integrity can also be subject to the quality of the Ontology but no less important. After all the whole point of this project is to present FT Students with access to their birthright of wisdom. The results of searches performed by FT students must return a full set of links that are appropriately correlated to their search.

There is a third aspect to the QA Approach in this project it is Template integrity. This is actually the ultimate measure of the quality of this project... how well does it honor the integrity of the personal template (hologram) of all involved. The uniqueness of each individual from the GA all the way through to the newest FT Student must be acknowledged and cherished because after all, what is “Freedom” without the allowance for differentiated conscious perspectives.
QA MONITORING

Tracking and measuring the integrity of the Freedom Teachings Web Portal within the approach as described above risks becoming a wholly subjective endeavor especially given the important aspect of maintaining Template Integrity. Meaning, each person’s perspective is by definition unique and that logically leads to different valuation regarding the integrity of the data and search results. Nonetheless, there are ways to monitor the quality of this project with respect to the approach.

Overall quality monitoring should be done collaboratively using the following tools:

Quality Council
Open discussions regarding each phase and task as necessary where any individual’s perspective regarding quality is authentically considered. The Council is empowered to enact changes as necessary. Initially this council would meet regularly. Then, once the Archive implementation has caught-up to the existing material Council meetings would only be necessary when new material is added (i.e. a new workshop occurs) or if feedback from the community instigates a need for Council consideration.

Acceptance Criteria
- Checklists for Data Integrity, Search Result Integrity, Template Integrity
- Checklists for Testing results
- Identify sign-off team members and their responsibility

Feedback forms
Feedback collecting from FT students including the following issues:
- Link did not work
- Information was not what I expected
- Information was incomplete

Star Ratings for Nodes
Each Node can have a means for the student to rate it (1-5 stars) for the value it provides. These ratings can be displayed in the Thread screen but should not be used to sort the results. This can be feedback for the MCEO as well as for other students.

Project Review and Assessments
Participants in each phase/task of the project are responsible for reporting their observations regarding the Three QA Approaches (Data Integrity, Search Result Integrity & Template Integrity).
TEST PLAN

PURPOSE
The checklists and processes outlined in this test plan are geared to ensure that each Node is searchable as designed/intended and the Freedom Teachings Web Portal works as expected.

SCOPE
Testing will occur in all phases of the project. Initial testing during the Design and Implementation phases will be to ensure the FT Web Portal performs as designed and to discover any issues with the software integration between the various components. Once implemented, testing will consist of validating each Node that gets added to the FT Web Portal.

APPROACH
- Design & Implementation testing will be performed by individuals skilled in software testing to validate the integration of the various technologies and ensure the FT Web Portal functions as designed.
- Node verification can, and likely should be performed by individuals with a user approach to the FT Web Portal, not necessarily those who approach it from a technical perspective.
- In all cases Test Case Checklists will be used and collected to document the test results.
- Bug reports will be collected and added to a single/central list using MS-Excel spreadsheets (unless a more formal bug tracking system is available) and tracked to resolution.
- Bugs will be reported to the team and appropriate software vendor.
- During Design and Implementation phases Bug Scrub meetings will be scheduled on a regular basis for all team members (including software vendors when appropriate) to discuss any issues and track issues to resolution.
- Bugs can have one of the following resolutions:
  - Fixed: Verified that the issue no longer occurs
  - NAB: (Not a bug) means the software is performing as designed and the issue may have been related to the test machine only, or a misunderstanding of design.
  - Deferred: The issue is recognized and will not be addressed for any number of reasons. This is a decision reached by the Bug Scrub Team.

TEST ROLES & RESPONSIBILITIES
Individuals can contribute in more than one Role & Responsibility as described in this Test Plan. The R&R’s are described here to set expectations for the test team.

FT Student Tester: The user perspective is represented by people with a range of computer experience as well as a range of Freedom Teaching understanding. FT Student Testers will participate in Node verification to ensure new Nodes are accessible in the FT Web Portal as expected. FT Student Testers will also evaluate functionality and provide feedback on the intuitiveness and usability of the GUI design. They can also report bugs as necessary.
**Software Tester:** The technical implementation of the FT Web Portal is checked by the Software Tester(s). Each integration is validated and bugs reported as necessary. Performance testing should be addressed as much as possible. If one of the vendors has automated load testing that can be used by this project, then the Software Tester will deploy a test suite for performance/load testing during the Implementation phase. The Software Tester(s) are responsible for writing the test suite Test Cases.

**Bug Scrub Team Member:** A team of people responsible for reviewing and tracking bugs or issues that arise during the Design and Implementation Phases. This team makes the ultimate decision regarding the resolution of any bug or design change. Bug Scrub team meetings can occur as needed during that Maintenance Phase.

**Software Vendor Liaison:** Employees of the Software Vendors interact with the Bug Scrub Team to answer questions regarding implementation, as well as to receive bug reports and report their proposed solution.

**Test Team Facilitator:** One person is the focal point to...
- Communicate to the team
- Schedule & moderate Bug Scrub meetings
- Receive, compile, distribute and track bug reports
- Work with the Software Vendor Liaisons to resolve issues

---

**TEST CASES**

A simple form is used to guide and document testing. Should a bug be discovered during testing, the same test case can/should be performed by the tester who discovered it. Once the bug is asserted to be fixed the test case is re-run to verify that bug can be closed.

<table>
<thead>
<tr>
<th>Test Case:</th>
<th>TEST CASE NAME/NUM</th>
<th>Tested by: (NAME)</th>
<th>Tested on: (Date)</th>
</tr>
</thead>
</table>

**Feature(s):** List of features to be covered in this test case. Should include all features addressed.

<table>
<thead>
<tr>
<th>Steps:</th>
<th>Description</th>
<th>Result (Pass/Fail)</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Each Step to be performed is listed and numbered in order</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
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<td>5.</td>
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</tr>
<tr>
<td>6.</td>
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<td></td>
</tr>
</tbody>
</table>
### TEST RESULT REPORTING

Test results will be compiled and distributed by the Test Team Facilitator and include the following:

- Completed Test Cases
- Bug Reports (sample below)
- Feedback from test team members regarding any ad hoc testing they perform
- Bug Scrub Meeting Notes

#### Sample Bug report:

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<tr>
<th><strong>BUG Status:</strong></th>
<th>(Open, Working, Fixed, NAB, Deferred)</th>
<th><strong>(Status Here)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bug Description:</strong></td>
<td>Detailed explanation of the problem</td>
<td><strong>Tester:</strong> (Name)</td>
</tr>
<tr>
<td><strong>System Environment:</strong></td>
<td>Details about the test platform (O/S, Browser etc.)</td>
<td><strong>Date Opened:</strong></td>
</tr>
<tr>
<td><strong>Date Closed:</strong></td>
<td></td>
<td></td>
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</tbody>
</table>

#### Steps to reproduce the bug:

<table>
<thead>
<tr>
<th>Description</th>
<th>Expected Result/Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Each Step to be performed is listed and numbered in order</td>
<td></td>
</tr>
<tr>
<td>2.</td>
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<tr>
<td>3.</td>
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<td>6.</td>
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