

Current Workflow for Alliance Primo Normalization Rule Development

Note: this workflow will flex based on critical deadlines and needs to coordinate any changes in the Alma Centralized Publishing environment with Ex Libris, especially for renormalization/reindexing processes.

1. The Norm Rules Working Group (NRWG) collects NR change requests via the [Google form for NR change requests](#), as well as feedback and questions from the DISC-discussion, D&D community, TS-discussion, and SYS-discussion lists and WG chairs.
2. NRWG selects a focus topic for the current development cycle, and communicates that topic to the Norm Rules Advisory Group (NRAG).
3. NRAG seeks Alliance-wide feedback to gauge interest in requested changes within the focus topic. NRAG also solicits additional requests for change within the focus topic. NRAG prioritizes these requests and communicates them to the NRWG.
4. Concurrent with step 3, the NRWG reviews existing norm rules within the focus topic and identifies any changes required to update, streamline, and/or maintain functionality.
5. NRWG reviews and prioritizes all change requests (from NRAG-led discussions and NRWG-led review) via the [NRWG Trello board](#).
6. For each accepted change, the NRWG determines NR logic and updates the change's status on the Trello board. For declined changes, the NRWG communicates the rationale to the requester and/or NRAG.
7. NRWG builds and tests proposed NRs on the Alliance standard sandbox, with rebuild/re-test cycles conducted as needed.
8. NRWG "batches" changes for testing on the Alliance Premium sandbox. NRWG schedules testing in consultation with the Discovery and Delivery Team.
9. NRWG announces sandbox testing dates to stakeholders via the DISC-discussion, D&D community, TS-discussion, and SYS-discussion lists. This announcement contains:
 - a. A list of the changes being tested
 - b. A link to a detailed testing guide
 - c. A link to a testing feedback form.
10. NRWG moves the NR changes to the premium sandbox.
11. Alliance-wide testing takes place. Institutions have 1-2 weeks to submit feedback, which the NRWG collects via a feedback form.
12. NRWG finalizes go/no-go recommendations for each rule change based on feedback from testing.
13. NRWG receives final approval for rule changes from Discovery & Delivery Team. If the changes are approved, the NRWG determines the production implementation date in consultation with the Discovery & Delivery Team.
14. NRWG announces implementation date to stakeholders via the DISC-discussion, D&D community, TS-discussion, and SYS-discussion lists. The announcement is also sent to individuals whose change requests are being implemented. This announcement contains:
 - a. A list of the changes being implemented
 - b. A link to documentation showing any PBO changes related to implementation.
15. NRWG implements changes in cooperation with Alliance central staff and Ex Libris.