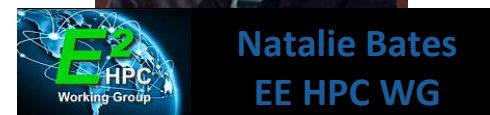



Natalie Bates created the EE HPC WG in 2010. It is now a thriving global community that supports peer-to-peer exchange for more than 800 members from sites, vendors, and academia.

The legacy email method for communicating with the WG was a manual multistep process, problematic because of the large administrative workload and high error rate. This task updated and streamlined communication methods by centralizing contact information for general membership and Teams on one cloud-based database, Constant Contact. Using Constant Contact adds the following value; error reduction, 'unsubscribe' functionality, reduced administrative workload.

Project duration: February 2020 – September 2020



REQUIREMENTS & ALTERNATIVES	ALPHA TEST	BETA TEST	FINAL DEPLOYMENT						
<ul style="list-style-type: none"> √ Identified 3 platforms that are used by counterparts √ Created the Mailing List Team within the EE HPC WG √ Interviewed WG experts to identify the test elements and pass/fail criteria 	<ul style="list-style-type: none"> √ Cross compared: Google Groups and Constant Contact <p>Google Groups failed: scored low on 2 non-negotiable test criteria</p> <table border="1" data-bbox="636 1008 1052 1219"> <tr> <td>multiple teams (hierarchical versus flat)</td> <td>non-negotiable</td> <td>low</td> </tr> <tr> <td>name, affiliation and email address</td> <td>non-negotiable</td> <td>low</td> </tr> </table> <p>Constant Contact passed all test criteria.</p>	multiple teams (hierarchical versus flat)	non-negotiable	low	name, affiliation and email address	non-negotiable	low	<ul style="list-style-type: none"> √ Proceeded to upload General Membership (800+) √ Deployed Hierarchical Structure for Procurement Team and Sub-Teams <p>Constant Contact rated 'high' all 'non-negotiable' and 'high' priority test elements.</p> <ul style="list-style-type: none"> √ 'Hiccups' along the way <p>Cleaned existing errors in the membership list Bounced emails due to internal IT configuration</p>	<p>Fully live on Constant Contact: DEPLOYMENT COMPLETE (9/8)</p> <p>Email sent to General Mailing List via Constant Contact SUCCESS!</p>  <p>EE HPC SOP Workshop: Call for Participation SENT Email, Sent Sep 8, 2020 2:42 PM</p>
multiple teams (hierarchical versus flat)	non-negotiable	low							
name, affiliation and email address	non-negotiable	low							