Contributor Guidelines for OCP

Document Submissions

Abstract

Documents are submissions where the content is primarily generated by the OCP Members and submitted to OCP. These documents will come under through a Project Community and will be reviewed by the OCP Foundation and the OCP Project Leads (PL) for that Project. Upon approval from the PLs and the completion of all the required agreements, the contributor will present their submission to the OCP Incubation Committee (IC) for a vote. When the vote is approved, the submission will be published on the OCP website in the Contribution Database.

Types of Documents and Definitions

Here are types and definition of document submissions that are accepted by OCP for contribution credit. The amount of credit is determined by the IC and the Foundation.

White Paper

A white paper is an authoritative guide or report that explains the benefits of a particular technology, product or policy. White papers, when approved by OCP, will be published on the OCP site in our Contribution database. "IT professionals who read white papers are searching for trustworthy information, not marketing literature. These IT professionals want to become educated on the subject at hand."

- A description of solutions to problems, such as a bulleted list of tips or tricks. Often labeled as "the six best ways to...," or a list of "best practices," or even "worst practices to avoid."
- Discussion of a new technology or methodology with advantages or disadvantages, as well as suggestions for adoption.
- Descriptions of common technical problems, presenting genuine solutions that do not require the vendor's products or services.

Common uninformative white papers include

- A specific discussion of a vendor's products or services. This is seen as marketing.
- A specific guide on how to switch from a competitor's technology. This is seen as marketing.
- A false guide to competitive products, describing why the vendor's solution is better. This is seen as marketing.

Marketing documents that are not white papers

- Descriptions of your products or solutions are not white papers. Those are data sheets.

- Customer case studies are not white papers. They are case studies.
- Tips and tricks for using specific products are not white papers. They are product documentation.
- Lists of reasons why your offerings are better than competitors, or that claim to fairly compare your offerings to competitors. Those are marketing pieces, not white papers.
- How-to sheets on how to move from a competitor's offering to your offering. Those are technical documentation, not white papers.

All of these collateral are important, and should live on every vendor's website. However, not all of them are white papers suitable for OCP.

Case Study

Customer case studies are not just an essential tool for marketing, but sales, engineering, and numerous other departments across an organization as well.

They're a win-win for everyone involved. For the customer, it's free publicity with little work on their end. For the company putting together the case study, the benefits are invaluable:

- Assist with sales process
- Reinforces relationship with the customer
- Establishes your company as a leader in the space
- Real-life proof your product/company works
- Inspires prospective customers

Guidelines

Guidelines are documents that are authored by the OCP Project Community and not by one specific company. These are generated by the group and are written under a Creative Commons License. These could be best practices, assessments, procedures or instructions and are openly discussed and a joint collaboration between all the participating parties in the OCP Project Community. Authors are recognized but the content is open and not under any corporate copyrights.

Benchmarks

Benchmarking is the practice of comparing business processes and performance metrics to industry bests and best practices from other companies. Metrics for data centers typically measured are cost (especially OpEx), throughput, response time, PUE etc. Benchmarks can also be performed for traditional hardware and OCP hardware or software running on traditional gear vs OCP gear. These kinds of benchmarks would be beneficial to the current OCP users and future OCP adopters. Benchmarks offer real data and real metrics - both would be acceptable by the OCP Foundation and IC.

Submission Process for Document Submissions

1. All document submissions must be made by an OCP Member company in good standing.
2. All document submissions need to come in through one of the OCP Projects. An abstract for the submission should be submitted to the Project Leader of the respective project. The abstract should answer the following questions:-
    1. What type of Document Submissions is this?
    2. Intended Audience for the Paper: Component providers, Users, Operators, Suppliers etc.
    3. Contributing Company expertise highlighted: Document should highlight the company's expertise.
    4. What is included in this Document? (i.e., what is the purpose, why is it important and most importantly, how does it relate to OCP?)
    5. Why is this document important to the OCP Community? What are the document's conclusions, results and recommendations?
3. Once abstract is accepted, the contributor can complete the document. See Template guideline below.
4. When the document is complete and ready for submission, contributor must accept a license agreement and sign/declare as needed:
    1. Copyright License Agreement for White Papers, Case Studies, Benchmarks
    2. Creative Commons License declaration for Guidelines.
5. Contributor must complete the Contribution Checklist.
6. Once Steps 4-5 are complete, Contributor will present the submission to the Project Community(s) during either a project call or a workshop session. The presentation should be short slide deck detailing the submission, why it is important to the community and that it meets the 2 out of 4 OCP Tenets. The presentation should be structured in following format (min 6 not exceed 12 slides):-
    - **Title**: This should clearly indicate what the reader will learn from the submission. It should also be enticing.
    - **Background**: Company details, its engagement and role within OCP and any other information relevant to informing the reader on the content to follow.
    - **Introduction**: This should be the same abstract submitted earlier.
    - **Background/Problem Statement of the Document**

- What is currently happening in the company's market today that sets background for OCP-related discussion?
- What are companies and/or individuals struggling with most, and why?
- What are the specific problems, needs and/or pain points?
- **What are the potential benefits of addressing these problems, needs and/or pain points?** Answering this question will help readers understand why the solution is of value; and more importantly, entice them to continue reading.
- What data points help to support answers to the above questions? This should be reliable information (with sources), including, but not limited to...
  - Efficiency data (e.g. power efficiency, performance per watt, cost per transaction, size / space efficiency, reduced physical waste, reduced materials required to manufacture, etc)
  - Productivity data (e.g. nodes per operator, time to provision / repair / decommission, reduced management overhead, etc)
  - Cost data (acquisition cost, TCO — with all elements in TCO calculation provided)
  - More choice / compatibility (does this provide more / better configuration choices, more compatibility with other systems, etc?)

- **Solution/Results/Recommendations Presented**
  - **Provide a detailed description of each area of the solution/architecture/ environment**. Use subcategories as required to help readers draw distinct boundaries between different parts of the solution or environment.
  - **Describe Benefits of your document**, including how it specifically impacts your audience.
  - **Provide specific, real-world examples** to support your solution(s). These examples provide another opportunity to connect with different segments of your audience. For example, provide cases targeted for three different buyer personas.
  - **Create a figure, charts and/or table** to help readers visualize your solution(s).

- **Conclusions and Summary**
  - This section should summarize and crystalize the message of your submission. Why was this needed?

- It should also provide contact names of people who audience can reach out to for follow up
- **Reference Material: Any information that is necessary for audience to follow your steps and reproduce the work**
  - Eg. reference to all OCP products should be mentioned here with links to the specs or documentation.

7. Incorporate feedback from the Project Community, if necessary. The same presentation will be made to the IC at an IC meeting. Ask the PLs or the IC Representative of the Project Group to add the submission to the IC Meeting Agenda. Attend the meeting and present your submission.
8. There will be a 2 week review period after the IC meeting. The IC may provide more feedback before they vote.
9. If no feedback is given, the IC will vote to accept the submission. Once the vote is approved, the submission will be published on the OCP website in the Contribution Database.
10. If there are any updates to the document submission, please repeat the above process.

Estimated Timelines:

Documents: 3-6 weeks or more
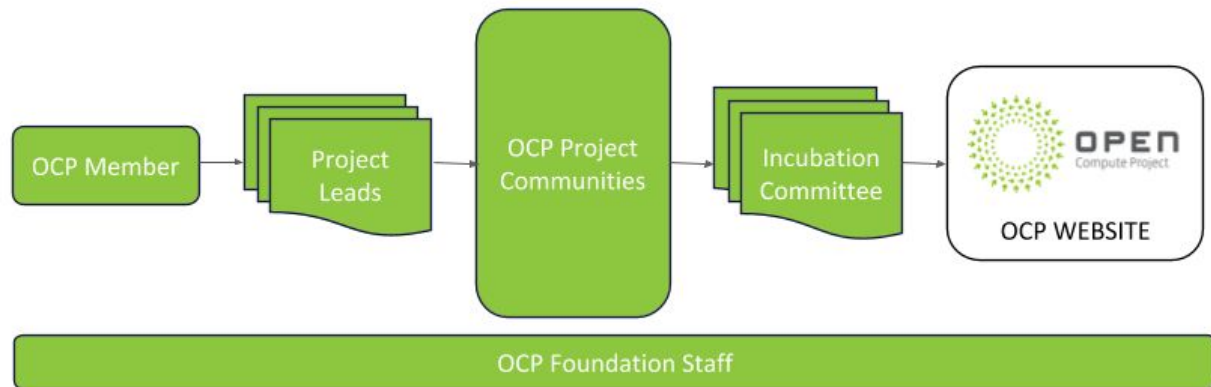
Some Rules to Follow -

Please adhere to the following rules:

1. Only OCP Members (in good standing) can submit any documentation. If you are not a member, consider joining prior to submission.
2. Named companies and other OCP members must have made prior approval of all content that is submitted.
3. Avoid direct comparison of suppliers.
4. Avoid including specific pricing. Any price comparisons should be based on published list prices.
5. Any statements regarding CAPEX and OPEX savings or figures of merit should list all assumptions and equations should be accurate and documented.
6. CAPEX and OPEX savings must include any software and license costs.
7. Facts should be verifiable.
8. Do not include any confidential information.
9. Get permission for the use of any logos, pictures, tables, charts, quotes, material that does not belong to the contributing company.
10. OCP Documentation Template is available for use but not required.
11. The use of your Company logos in the document submission should be restricted to the last page. Company title can be included in the Document title if needed.

Sources - https://sdtimes.com/wp-content/uploads/2014/11/HowToWriteAGoodWhitePaper.pdf