

Creating Deliverables

- [Creating a new TM Forum deliverable](#)
 - [Creating the root page of the deliverable](#)
 - [Create a sub-page of this deliverable](#)
 - [Example Sub-pages](#)
 - [Complex section numbering](#)
 - [Creating Appendices](#)
- [Creating a new version of an existing deliverable](#)
- [Publishing a deliverable from Confluence](#)
 - [VIDEO: Publishing from Confluence](#)
 - [Slideshow: Publishing from Confluence](#)
- [Attachments](#)

Creating a new TM Forum deliverable

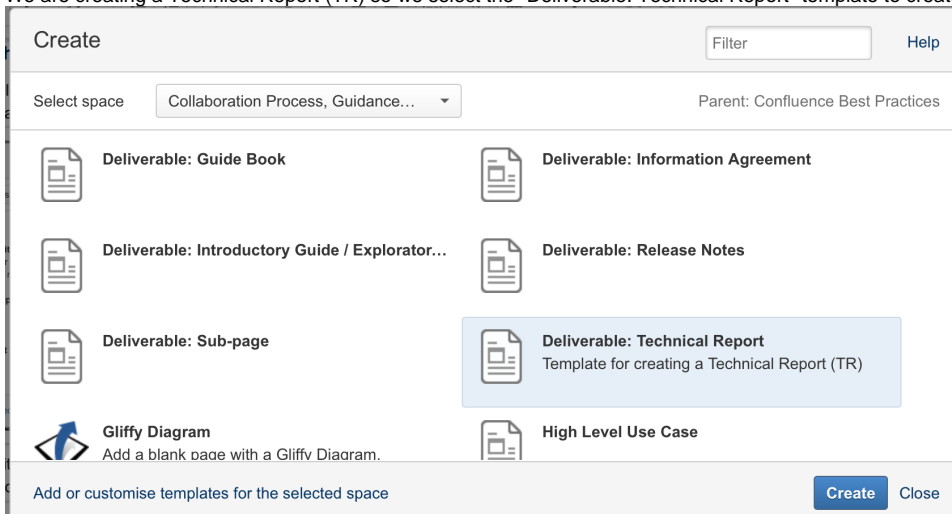
We want to create a new TM Forum deliverable from scratch. Here are some best practices to help you achieve the desired format of a deliverable.

To start here are a few examples of the type of deliverable that we are aiming for: [Example Deliverables](#) . You can see that it is possible to create high quality deliverables in Confluence. Luckily this is easy!

So let's get started.:

Creating the root page of the deliverable

1. To Create a new deliverable navigate to the page in your project space that you'd like to create the deliverable under
2. Open the Work In Progress folder from the left hand navigation pane and select the appropriate sub-folder(s). These are usually marked by Framework release numbers
3. Click the orange "CREATE" button at the top of the page
4. We are creating a Technical Report (TR) so we select the "Deliverable: Technical Report" template to create the root of our deliverable:



5. Start by adding the page title this should be the name of the deliverable i.e. "TR245 Network Service Analysis : Virtual Content Delivery Network (vCDN) R15.0.0"

6. Scroll down to the update detail table and complete the options:

Table of Contents	
Latest Update: Add Framework release number	Status: <i>Draft, Final</i>
Version: Add the version number of this document	IPR Mode: Options are RAND, RF-RAND, FCTL - this should be the same as the IPR mode of your project

Notice

7. Scroll down and complete the Executive summary:

Executive Summary

Insert here an executive summary of the document covering not more than two pages of text addressed, the main results, the conclusions drawn and the next steps as appropriate. The document.



Numbered Headings | start-numbering-with = 1

Introduction

8. Now complete the Introduction section. Note that the Introduction heading is inside the "Numbered Headings" box. Please ensure that all text and images are entered inside the box. This ensures that the numbering of the sections is correctly preserved



Numbered Headings | start-numbering-with = 1

1. Introduction

This document covers the <business problem>. <Overview of problem, business

Edit

Remove

Deliverable:

9. To change the start number of the section: click the "Numbered Headings" box, click Edit and change the "Start numbering with" property. Note that the numbers will increment automatically as you add more headings to your document. A new Heading 1 will be automatically have "2." prefixed, the next Heading 1 will have a "3." etc etc. If you add a Heading 2 section under a Heading 1 it will automatically be prefixed with the next sub-section number i.e. "1.1", "1.2", "1.3" etc etc

10. Once you have completed your Introduction you can click Save. You have now created your root page:

The screenshot shows a document page with the title "TR245 Network Service Analysis : Virtual Content Delivery Network (vCDN)" and a subtitle "Created by Richard May less than a minute ago". On the left is a sidebar with a list of topics. The main content area has a table of contents titled "On this page:" with links to "Notice", "Executive Summary", and "1. Introduction", which further links to "1.1. Terminology used within this document". To the right is a box titled "In this deliverable:". Below the table of contents is a table with metadata: "Latest Update: Framework 15.0", "Status: Draft", "Version 0.3", and "IPR Mode: RAND". Below this is a "Notice" section with copyright information and a disclaimer.

TR245 Network Service Analysis : Virtual Content Delivery Network (vCDN)
Created by Richard May less than a minute ago

On this page:

- [Notice](#)
- [Executive Summary](#)
- [1. Introduction](#)
 - [1.1. Terminology used within this document](#)

In this deliverable:

Latest Update: Framework 15.0	Status: Draft
Version 0.3	IPR Mode: RAND

Notice

Copyright © TM Forum 2015. All Rights Reserved.

This document and translations of it may be copied and furnished to others, and derivative works that comment on or otherwise implement may be prepared, copied, published, and distributed, in whole or in part, without restriction of any kind, provided notice and this section are included on all such copies and derivative works. However, this document itself may not be modified.

Note how the "On this page" table of contents are automatically populated with the section numbering

Create a sub-page of this deliverable

The recommended best practice is to use a sub-page for every major section in the document. This makes it easier to navigate as well as allowing the deliverable to be logically divided for editing purposes. We are now going to create a Sub-page for this deliverable.

1. Hit the orange "CREATE" button once more. This time select the "Deliverable: Sub-page"

The screenshot shows a "Create" dialog box. At the top, there is a "Create" button and a "Help" link. Below this, there is a "Select space" dropdown menu set to "Member Centric Website Project" and a "Parent: User Story: Consumption 5 ..." field. The main area of the dialog shows a list of deliverables with icons: "Deliverable: Business Agreement", "Deliverable: Guide Book", "Deliverable: Information Agreement", "Deliverable: Introductory Guide / Explorator...", "Deliverable: Release Notes", and "Deliverable: Sub-page". At the bottom, there is a footer with the text "Add or customise templates for the selected space" and two buttons: "Create" and "Close".

Create [Help](#)

Select space: **Member Centric Website Project** Parent: User Story: Consumption 5 ...

Deliverable: Business Agreement

Deliverable: Guide Book

Deliverable: Information Agreement

Deliverable: Introductory Guide / Explorator...

Deliverable: Release Notes

Deliverable: Sub-page

Add or customise templates for the selected space **Create** [Close](#)

2. As before add the page title. In this case "vCDN Description"

3. Scroll down to the "Numbered Headings" box and click on the "Sub-page title" text and add the title. The section numbering is set to start at 2 by default. If you'd like to start at a different number simply click the "Numbered Headings" box and click the Edit button that appears. Then change the "Start numbering with" property and click Save.

Edit 'Numbered Headings' Macro

The Numbered Headings macro automatically numbers enclosed headings, any way you like.

Number format

decimal

The format used for rendering the numbering

Start numbering with

2

The value to start numbering with

Start numbering at

h1

The heading to start numbering at

Skip headings

Headings which should be skipped. Example:

Select macro

Save Cancel

Preview

2. vCDN Description

A Content Delivery Network (CDN) is a collection of servers (typically deployed in data centers) that facilitate distribution of content to end-users. Example content includes web objects (text, graphics and scripts), downloadable objects (media files, software, and documents), applications (e-commerce, portals), live streaming media, on-demand streaming media, and social networks.

The servers within a CDN duplicate content from the originating content provider. Upon an end-user request, a CDN will dynamically decide which server best suited to deliver the requested content (clearly proximity to the requesting end-use is one important criterion). The CDN service logic is designed to reduce the distance that content travels and also reduce the number of hops a data packet must make to deliver content to end-users. The result is less packet loss and optimized bandwidth and thus better performance – all of which increases the user experience.

Content providers (e.g., media companies and e-commerce) make use of CDNs to deliver their content to end-users. In turn, a CDN may use ISPs, carriers, and network

4. Once you have completed your text then click the Save button in the bottom right of the page and you now have your first sub-page created

SHORTCUTS

lyst Program

ctory of Current Projects

tanding Contributors

REE

laboration Environment and Tooling

ollaboration Environment - Frequer

onfluence

Getting Started

Confluence Best Practices

Example Deliverables

- B2B2X Use Cases Frameworkx
- TR242 Global Revenue Assura
- TR245 Network Service Analys
 - vCDN Description

ollaboration Environment Branding

vCDN Description

Created by Richard May, last modified just a moment ago

On this page:

- 2. vCDN Description

2. vCDN Description

A Content Delivery Network (CDN) is a collection of servers (typically deployed in data centers) that Example content includes web objects (text, graphics and scripts), downloadable objects (media file commerce, portals), live streaming media, on-demand streaming media, and social networks.

The servers within a CDN duplicate content from the originating content provider. Upon an end-user best suited to deliver the requested content (clearly proximity to the requesting end-use is one impo reduce the distance that content travels and also reduce the number of hops a data packet must m packet loss and optimized bandwidth and thus better performance – all of which increases the user

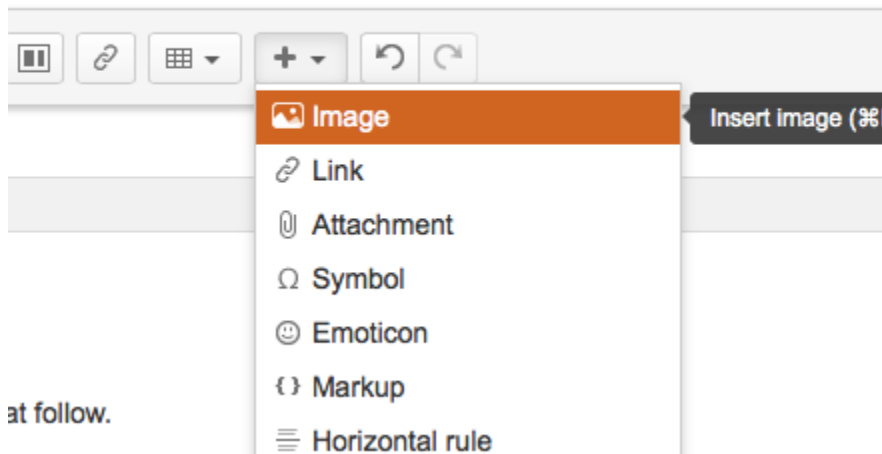
Content providers (e.g., media companies and e-commerce) make use of CDNs to deliver their con carriers, and network operators to host their servers. In addition to better performance and availabili the content provider's infrastructure, thus resulting in cost savings for the content provider. Further, servers, it can also support remote data backup for disaster recovery.

Content Provider, CDN Provider and Network Operator are roles that could be played by a single or more on these roles and less so on the associated legal / commercial entities that, as noted, may su

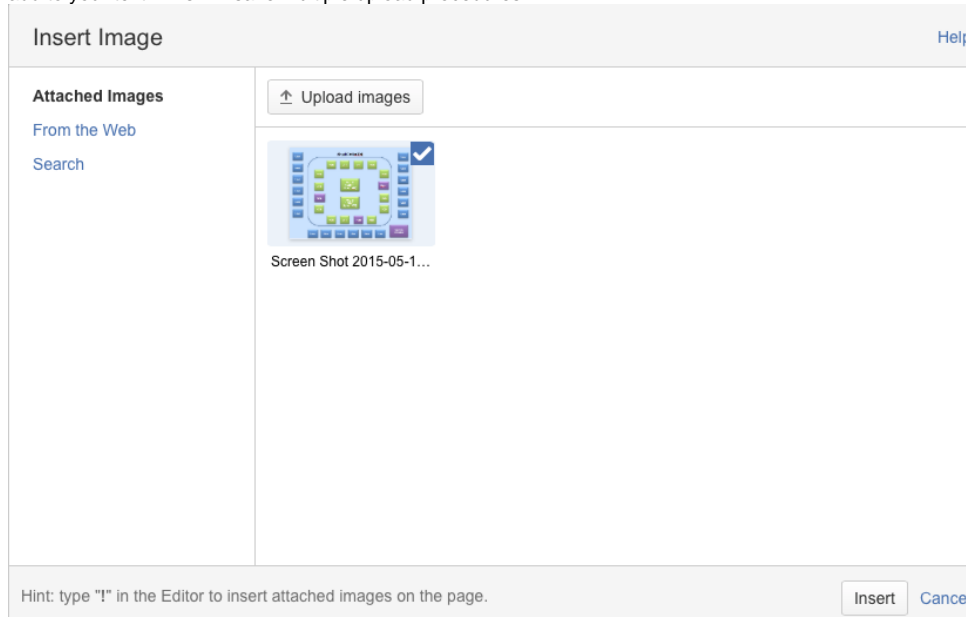
Note because we added this page as a sub-page of the TR245 page it is automatically added as a child page

5. Let's add another page, this time with more complex formatting requirements. First click the parent page for this deliverable in the left hand navigation tree. This ensures that we create the new sub-page in the right place. Now repeat the steps in 1 - 2 above.

6. On this page we're going to add an image. To do this click the + button on the toolbar and select Image from the drop down



7. A dialog then appears. To upload the image to the page I simply hit the Upload button, select the images that we need and then they are uploaded. **Tip:** if you have multiple images to load into this page then load them all at once. You can then select which image you want to add to your text. This will save multiple upload procedures.



8. Select the image you need and click Insert. **Tip:** you may want to then centre align the image to improve the formatting of the page.
9. Once completed click Save in the bottom right of the page

Example Sub-pages

- [Complex section numbering](#)

Creating Appendices

Once all the sub-pages are created we need to create the Appendices:

1. Click back to the deliverable root page and click the orange "CREATE" button once more. This time select "TM Forum Appendix Template".
2. Complete the sections as appropriate

Congratulations you have now completed a TM Forum deliverable in Confluence!

To learn more about team reviews and publishing from Confluence you visit this page: [Collaboration Environment - Frequently Asked Questions](#)

Creating a new version of an existing deliverable

You have an existing deliverable and you'd like to create a new version of that deliverable for a (Frameworkx) release. It's really easy to make a new version.

1. First locate that root page of your existing version. This should be in the "Published" section of your project:
2. Click the Tools button followed by "Copy Page Tree"
3. This will bring up the following screen:

Copy Page Tree

Space	Parent page
Frameworkx Project	Frameworkx 15.0 - Previous Release

Start Copy

Prefix	Replace	Suffix
	->	

Apply Page Name Changes

Select All / Deselect All

- ☒ Business Process Framework (eTOM) End-to-End Business Flows (GB921 E) R 15.0.0
 - ☒ End-to-End Business Streams (GB921 E) R15.0.0
 - ☒ Customer Centric Process Flows (GB921 E) R15.0.0
 - ☒ Network Centric Process Flows (GB921 E) R15.0.0
 - ☒ Engaged Party Flows (GB921 E) R15.0.0
 - ☒ Appendix (GB921 E) R15.0.0

4. Change the Parent page to the page in the Work in Progress section that you'd like the new version of the deliverable attached and update all of the page names to reflect the new release version

Copy Page Tree

Space	Parent page
Frameworkx Project	Work in progress - Frameworkx 15.5

Start Copy

Prefix	Replace	Suffix
	->	

Apply Page Name Changes

Select All / Deselect All

- ☒ Business Process Framework (eTOM) End-to-End Business Flows (GB921 E) R 15.5.0
 - ☒ End-to-End Business Streams (GB921 E) R15.5.0
 - ☒ Customer Centric Process Flows (GB921 E) R15.5.0
 - ☒ Network Centric Process Flows (GB921 E) R15.5.0
 - ☒ Engaged Party Flows (GB921 E) R15.5.0
 - ☒ Appendix (GB921 E) R15.5.0

5. Click Start Copy and a copy of your deliverable will then be created in the Work In Progress area
6. You can now start editing the new version of your deliverable

Publishing a deliverable from Confluence

1. Navigate to the root page of the deliverable
2. From "Tools" select "Ready for Team Review"

3. Conduct your internal project team reviews
 4. Once you have a version of the deliverable that is ready for submission to the Framework release process select "Edit Metadata" and update the required fields:
 - a. Description - short form description of the deliverable used to provide details on our website
 - b. Framework version - choose the latest release i.e. 15.5. If you're not sure check with your Team Lead or TM Forum staff support
 - c. Maturity Level - Level 3 Team Approved
 5. Now choose Tools > Set to Team Approved
 6. The staff publishing team is now notified and the deliverable is temporarily locked for editing by the project team
 7. The staff publishing team review and copy the deliverable to a shared member-only public space and a link is also placed on the public website in www.tmforum.org/resources
 8. The staff publishing team unlocks the deliverable
 9. The project team can now continue to edit the deliverable as normal
 10. Feedback from the project team and wider member validation process will be supplied to the team as normal
-

VIDEO: Publishing from Confluence

Slideshow: Publishing from Confluence

Attachments

By default, large attachment is defined as greater than 1 MB. The TM Forum Confluence system has a Maximum vAttachment Size of 100.00 MB