

# Project Management Roles

Compiled from ooo-dev@incubator.apache.org mailing list thread: <http://markmail.org/message/bssdzn63fnadkvm>.

Role	Description	Providers
Code developer	Develops OpenOffice code	
Web/wiki developer	Develops or edit areas for the project and user portal websites, and MediaWiki.	
Forum admin	Forum administrator or moderator	
Tester	OpenOffice QA team member or independent tester	
UX practitioners	– needs definition –	
<b>Release manager</b>	Single point of contact for releases. Provides instruction on what release number is considered for release. Charged with overseeing release voting, management of release notes, and providing release to primary mirror site.	jsc
<b>Community manager internal / project ?</b>	– needs definition, possibly PMC Chair –	
Marketing person external / ecosystem ?	Develops marketing materials for OpenOffice. Main collaboration efforts via marketing mailing list. Interacts with developer list for marketing material approvals.	
Press contact	Provides interviews and other "press" materials to external sources, possibly via blogs, OpenOffice social media outlets.	
Distribution manager	Responsible for updating main website(s) when a new release is available and keeping snapshot build information current,. Providing and supporting main distribution mechanism -- asf, sourceforge.	marcus, kschenk, galoppini, jsc (?)
<b>Buildbot admin</b>	Helps with maintaining issues with the OpenOffice buildbots at apache – see output areas at: <a href="http://ci.apache.org/builders">http://ci.apache.org/builders</a>	
Translators (l10n)	Uses pootle server to provide translations for OpenOffice product. Provides translations for announcements, logs, and web sites.	
Infrastructure coordinator/contact	Willing to contact and work with Apache infrastructure team via JIRA or IRC as needs arise.	
<b>Moderators for various MLs</b>	Moderators for mailing lists described on: <a href="http://incubator.apache.org/openofficeorg/mailling-lists.html">http://incubator.apache.org/openofficeorg/mailling-lists.html</a> . Apache requires 2 moderators per list.	– current moderators –
<b>Mwiki admin</b>	MediaWiki administration.	tj, imacat
<b>BZ admin</b>	Bugzilla administration	tj, thegurkha