

**Sow One Billion HopeTalk Portal  
Requirements Document Version 2.0  
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**Definitions:**

**Portal:** The Entire Sow One Billion HopeTalk Website.

**Sub-Portal:** A subsection of the Sow One Billion HopeTalk website. These are the areas where the URLs on the brochures will land. ie pt.HopeTalk.org

**Homepage:** The top-level (default) page of a Portal or Sub-Portal

**IP Address:** A unique number Internet address for each computer or gateway.

**Domain Name:** The Internet Address. Example: HopeTalk.org, TAGnet.org, etc.

**URL:** Uniform Resource Locator. Ie. <http://pt.HopeTalk.org/directory/filename>

**Sow One Billion Coordinator:** Division / Union Sow One Billion Coordinator

**Sow One Billion Administrator:** Bettina Krause

**World Bible School Coordinator:** Kurt Johnson

**Sow One Billion Engineer:** TAGnet Technical Team

**Uniform look and feel**

The default look and feel of the Portal must match the look of the printed brochures. Each of the sub-portal sections must also maintain a consistent look and feel.

**Graphical standard that matches the brochure**

The printed brochures and the website must maintain consistent graphical elements.

**Sub-Portal Management**

Sow One Billion Coordinator will have ability to identify and submit the look and feel of their portal page as long as it matches their printed materials. The Sow One Billion Coordinator will be able to directly add and remove links as well as other types of content from their sub-portal pages.

**Interface Page to Ministry**

There will be an interface page from HopeTalk to a co-branded (HopeTalk and the Ministry) page for each Ministry participating by providing Bible Studies. Content for this page will be provided by the Ministry and must be approved by the Sow One Billion Administrator.

**Ease of User Experience**

For each referral from the Portal, the Ministry needs to provide the language content the Bible Student requested and not force the student to 'look/search' for the content. Example: The portal will pass instructions to a Bible School that a student is looking for an online Bible Course in Portuguese. The student must be provided the Portuguese study option immediately.

**Statistical Reporting Mechanism**

All ministries participating by providing Bible Studies will have to provide statistical information to the portal as defined in the Portal Data Exchange document. This will be done with a minimum of programming requirements to the participating ministries. Assistance will be provided for implementing the reporting scripts.

**Statistical Analysis**

A statistician with Web experience will assist in determining what information to be gathered and what information can be produced to provide meaningful reporting.

### **Access to Statistical Reporting**

Aggregated Statistical information will be shared with the Participating Ministries as well as with Administrator for reporting purposes and to assist future planning.

### **User Privileges**

The establishment of Users and Groups to allow administrators easy management of their section of the portal is essential. As well the Users and Groups will be used to provide different levels of access for Administrators, Content Providers, etc.

### **Data Sharing**

The portal developers will work towards the ability to include information from other ministries through syndication. ie. BibleInfo.com questions added to language pages.

### **URLs on Printed Brochures**

All URLs that are printed on brochures will be served from the HopeTalk Portal servers. This does not restrict the use of URLs (such as SomeUniqueMinistry.org) but does guarantee a degree of performance and availability. It is recommended that the standard international language codes be used with the portal URL. ie. pt.HopeTalk.org, fr.HopeTalk.org.

### **Domain Name Tracking**

All Domain Names that will appear on printed brochures will be tracked in a Sow One Billion database to ensure that none expire and are picked up for questionable uses. The Sow One Billion Office at the GC will be responsible for ensuring that the domain names do not expire.

### **Domain Name Identification**

A consultation is required with a Sow One Billion Engineer and the Sow One Billion Coordinator about the URL before it is placed on any printed materials.

### **Domain Name Registration**

Any URL printed on a Sow One Billion brochure needs their Domain Name Registration to include The Sow One Billion administrative contact in the registration process (domainreg@hopetalk.org). This will be used as an alias to the Sow One Billion administrative contact. It is recommended that domain names are registered with TAGnet when possible in order to facilitate support issues.

### **Domain Name Service (DNS)**

Recommend that TAGnet be used to provide the Domain Name Service in order to be able to redirect a broken or saturated service.

### **Service Levels**

Sites need to be responsive to their local area (load quickly), which will be initially determined by a Site Consultation with a Sow One Billion Engineer. If a site isn't responsive enough the Sow One Billion Coordinator will be informed by an Sow One Billion Engineer. The Sow One Billion Coordinator will work with the Sow One Billion Engineer to create an acceptable solution. All sites will be monitored for uptime. Assistance in relocation of services to be provided for any organization that runs into problems with bandwidth saturation or encounters server performance problems.

### **Follow-up Procedures**

Online Bible Study follow-up procedures will be reviewed by the World Bible School Coordinator and the Sow One Billion Administrator. Each participating Bible School is

to invite and encourage their students to return to the respective Sow One Billion Sub-Portal (xx.Hopetalk.org) to see what additional bible study options are available within their language.

### **Bible Study Database**

Portal needs to track every type of Bible Study in every available language and make them easy to access. Some of the current Bible Study types include: receive by mail, Downloadable PDF files, teacher graded online lessons, self grading online lessons, chat rooms, downloadable video clip, download able audio clip, etc.

### **Administrative Communication**

Mailing lists to be constructed for communicating with the approximately 99 Sow One Billion Coordinators.

### **Password Management**

Passwords cannot be shared. Each individual administrator and content provider will have his or her own password to access the system. Passwords must follow specifications determined by the Technical Committee. See the Password Management Document. (to be provided by Nancy Lamoreaux)

### **Privacy Policy**

The HopeTalk portal is not to track or share personal information except for a unique User Identification number, Language Preference, The URL of Original contact and Any Expressed Topics of Interest. This information will be passed to the Participating Ministries who will maintain their own user information databases. The Portal will also track the visitors IP address for reporting of geographical proximities. All participating Bible Study Schools will keep and track the unique User Identification number and report back user usage patterns to the portal for reporting purposes. They will not pass back personal information.

### **Gathering Information from Minors**

All participating ministries will follow legal guidelines regarding gathering of personal data from minors. Sites must protect their data and comply with regional laws.