

Review Update Operational Processes

CVP Role Definition

- **Applicant**
 - Sends application form on behalf of prospective company wishing to apply for CVP
- **Primary Contact**
 - Entered in application form and associated with user ID / email / name entered into CVP portal back-end
 - Submits results for approval
- **Administrator (or coordinator)**
 - Responds to applicants, checks/enters application info CVP portal, project manage reviews
 - Detailed responsibilities previously outlined at: [Review Update Operational Processes](#)
- **Reviewer**
 - Reviews test results submitted to CVP portal and votes to approve or disapprove (emails tied to TBD)
- **User/Tester**
 - Uses CVP portal to view/share results
- **CVC Committee**
 - Review arbitration and grants final approval
- **Marketing Committee Designee**
 - Following acceptance, works with company marketing on OPNFV mark usage and branding

CVP Interaction

- **CVP Portal:** <https://cvp.opnfv.org>
 - Website that allows:
 - Prospective participants to learn about governance, training, release and marketing content associated with CVP
 - Users/testers to inspect, debug and share test results in a private fashion
 - Primary contact to officially submit test results for review
- **CVP Email:** TBD
 - All CVP reviewers are associated to alias
 - Facilitates administrator / applicant correspondence
 - Used by administrator to solicit volunteers from reviewer list to review results
 - Allows reviewers to vote on results with simple +1/-1 approve/disapprove notation
 - Currently being used by beta testers to correspond on issues (this may be changed in future)
- **CVC Committee Email:** compliance@lists.lfnetworking.org
 - Used for review arbitration and final approval correspondence

Overall CVP Workflow Steps

1. Application Submission
2. Application Confirmation
3. User Testing
4. Result Submission
5. Result Review
6. Acceptance and Marketing

Step 1 - Application Submission

- **Applicant** sends email with application form attached (Text, PDF, Word) to CVP email
- **Primary contact** must login to CVP portal at least once before application can be submitted to portal back-end

Step 2 - Application Confirmation

- **Administrator** asks **applicant** for any clarifications or amendments to application
- **Administrator** enters application info into CVP portal, which is associated to **primary contact** user ID (Linux Foundation or OpenStack) and sends response back to **applicant** on CVP email

Step 3 - User Testing

- **Users/testers** use CVP portal as resource to evaluate and share results whereby the results remain private
- This step does not necessarily require steps 1/2 to be completed, which encourages exploration before participation in CVP

Step 4 - Result Submission

- **Primary contact** submits test results for review, which exposes those results to reviewer accounts within the CVP portal

Step 5 - Result Review

- **Administrator** asks for **reviewer** volunteers using CVP email
- **Reviewer** volunteers login to CVP portal and check results using guidelines (for consistency) published per CVP release
 - **Reviewers** cannot review their own company's results
- **Reviewers** vote on results with simple +1/-1 approve/disapprove notation using CVP email
 - **Positive Review**
 - Requires a minimum of two approvals from two distinct companies without any negative votes
 - **Administrator** sends email to CVP and CVC emails announcing positive review
 - One week limit is given for issues to be raised. If no issue is raised, **CVC Committee** approves result
 - **Administrator** sends email using CVP/CVC emails stating result is approved
 - **Negative Review**

- **CVC committee** member raises issue or reviewers cast a negative vote
- Topic goes to next scheduled CVC meeting
- **Administrator** gives feedback to the **primary contact** providing a chance for company to remedy
- **Primary contact** can resubmit results. Step 5 repeats until the result is positive or submission withdrawn or appeals
- **Appeal Process**
 - If prospective company disagrees with a negative review, issue goes to **CVC committee** to arbitrate

Step 6 - Acceptance and Marketing

- All results and material from the review shall be archived
- **Marketing committee designee** interacts with company on marketing/branding:
 - Grant use of LFN mark(s) and compliance statement
 - Sends notification and style guide to vendor for use of the mark
 - CVP websites updated (CVP portal and possibly LFN/OPNFV/ONAP main site) with company logos and marks
 - Other TBD