

Budget Request

Ambassadors around the world who are interested in running specific ONOS/CORD activities in their part of the world can submit file a request to receive some funding. Each request is rigorously vetted by the Ambassador's mentor and then reviewed by the A-Team.

- 1) Prepare your proposal
- 2) Log in to Jira system
- 3) Create a budget request ticket
 - Click red "Create" button
 - Fill the forms according to the example below
 - Continue filling all the required fields
 - Click blue "Create" button and you are done
- 4) Steps after you submit your request
- 5) Steps after event is completed
 - Submit Budget Summary
 - Prepare event debrief
 - Upload the event debrief and mark the Jira ticket as Resolved

1) Prepare your proposal

You can find the proposal template here: [Budget Request Template](#).

Please click "File" -> "Make a Copy" to create your own copy.

You can put the copy wherever you like, but please make sure to share it with permission "Anyone with the link can comment."

Please answer all the questions in the template.

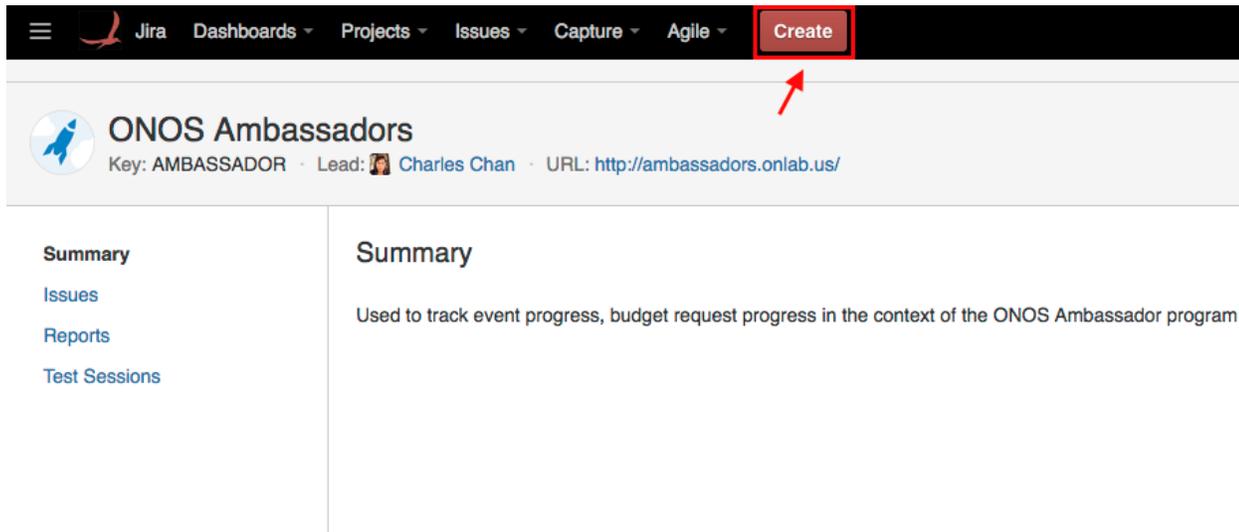
2) Log in to Jira system

<https://jira.onosproject.org/browse/AMBASSADOR/>

The username and password are exactly the same as ambassador wiki.

3) Create a budget request ticket

1. Click red "Create" button



The screenshot shows the Jira web interface. At the top, there is a navigation bar with several menu items: "Jira", "Dashboards", "Projects", "Issues", "Capture", "Agile", and "Create". The "Create" button is highlighted with a red rectangular box, and a red arrow points to it from below. Below the navigation bar, the page header displays the "ONOS Ambassadors" logo and text: "Key: AMBASSADOR · Lead: Charles Chan · URL: http://ambassadors.onlab.us/". The main content area is divided into two columns. The left column contains a sidebar with the following items: "Summary", "Issues", "Reports", and "Test Sessions". The right column has a "Summary" section with the text: "Used to track event progress, budget request progress in the context of the ONOS Ambassador program".

1. Fill the forms according to the example below

Create Issue

 Configure Fields ▾

Project* ▾

<- Select ONOS Ambassadors

Issue Type* ▾ ?

<- Select Story

Some issue types are unavailable due to incompatible field configuration and/or workflow associations.

Summary* <- Event name or purpose of the request

Story Points <- Leave it empty

Complexity measured with Fibonacci series: 1, 2, 3, 5, 8 (1 is trivial, 8 is a very complex task keeping a person busy for an entire sprint).

Priority ▾ ?

<- Leave it major

Affects Version/s **None**

Fix Version/s **None**

Assignee ▾ <- Assign to your mentor

[Assign to me](#)

Environment <- Leave it empty

 ?

For example operating system, software platform and/or hardware specifications (include as appropriate for the issue).

Description

<- Put the link to your proposal Google Doc here

Create another

Create

Cancel

1. Continue filling all the required fields

Attachment

No file chosen

<- Not required

The maximum file upload size is 10.00 MB.

Epic Link

Budget Request

<- Select "Budget Request"

Choose an epic to assign this issue to.

Labels

<- Leave it empty

Begin typing to find and create labels or press down to select a suggested label.

Sprint

<- Leave it empty

JIRA Agile sprint field

Component/s **None**

Create another

1. Click blue "Create" button and you are done

4) Steps after you submit your request

1. Your mentor will set the Jira ticket to In Progress
2. Your mentor will review it first and provide necessary assistance to polish the proposal.
3. Your mentor will then submit it to the Ambassador Steering Team (A-Team) for review. All the proposals and comments are public to ensure full transparency and accountability within the Ambassadors program.
4. Once the A-Team approves the request, an A-Team member will follow-up with you privately to process payment.

5) Steps after event is completed

Submit Budget Summary

Use the Budget Summary google doc template to create a budget summary of your event: <https://goo.gl/HrfsgV>

This will be needed in order to do proper accounting of your event and process reimbursement.

Once you are done, please send it to william [at] onlab [dot] us and attach all relevant receipts to the email.

Prepare event debrief

Every Ambassador who receives funding must produce an Event Debrief (ED) and share it on the Ambassadors mailing list. This helps us have a better understanding of the events and activities we have helped fund for Ambassadors and to learn from past experiences. More information on the Event Debrief can be found [here](#).

Please create another Google Doc for the debrief. The permission of the file should be as same as the proposal - "Anyone with the link can comment."

Upload the event debrief and mark the Jira ticket as Resolved

Please find your Jira ticket and follow the instruction to upload event debrief and mark the ticket as resolved.



Tracking progress of ambassador budget requests

[Edit](#) [Comment](#) [Assign](#) [More ▾](#) [Open](#) [In Progress](#) [Workflow ▾](#) <- 2.

Details

Type: [Epic](#)
Priority: [Major](#)
Labels: None
Epic Name: Budget Request

- Resolved
- Reopened
- Closed

<- 3. Mark the issue as resolved

[OPEN](#) [\(View Workflow\)](#)
Unresolved

Description

[Click to add description](#)

<- 1. Click here to append the URL to the event debrief

Issues in Epic

There are no issues in this epic.

Gerrit Reviews

[i](#) No reviews matched the request. Check your Options in the drop-down menu of this sections header.

Activity

[All](#) [Comments](#) [History](#) [Activity](#) [Transitions](#)

There are no comments yet on this issue.

[Comment](#)

If you have slides from the event that you want to share, You can follow the instruction to upload the files to Jira or put a link of the slides in the description.



Tracking progress of ambassador budget requests

Edit Comment Assign **More ▾** Open In Progress Workflow ▾

Details

Type:

Priority:

Labels:

Epic Name:

Agile Board

Rank to Top

Rank to Bottom

Attach Files

Attach screenshot

Voters

Stop Watching

Watchers

Create Sub-Task

Convert to Sub-Task

Move

Link

Clone

Labels

Create test session

Status:

OPEN (View Workflow)

Resolution:

Unresolved

Description

Click to add description

Issues in Epic

There are no issues in this epic.

Gerrit Reviews

No reviews

Options in the drop-down menu of this sections header.

Activity

All

Comments

History

Activity

Transitions

There are no comments yet on this issue.

Comment

Once your mentor verify all required documents are uploaded, your mentor will set the Jira ticket status to Closed.