

Project Proposal Creation Review Checklist

Project Proposal & Creation Review Checklist

1. Post a project proposal ([Template](#)) on the [Project Proposals](#) page.
2. Make a new project proposal announcement on **TSC & Tech-Discuss** mailing lists.
3. Make an effort to discuss the project proposal during the weekly [Technical Discussion](#) call to solicit community feedback (in addition to collecting feedback via mailing lists)
4. After a minimum of 2 week in the "proposal state", schedule for a creation review during the weekly [TSC Meeting](#) by contacting Tapio Tallgren or Ray Paik
 - If consensus from the TSC is that the project proposal needs additional work, they may suggest attending the weekly [Technical Discussion](#) meeting for community review/feedback (or at least have further discussions on mailing lists)
5. After the creation review is approved by the TSC:
 1. Create a project wiki page/space ([template](#))
 2. Remove your project from the [Project Proposals](#) page.
 3. Send an email to opnfv-helpdesk@rt.linuxfoundation.org to file a ticket to create a project repo
 4. Complete the INFO file in the new project repo ([BGS example](#)). For committers/contributors, please list corporate email addresses (vs. personal email)
 5. If the project team is planning on setting up a regular meeting (e.g. via teleconference, IRC, etc.), please list the meeting information on the [Meetings page](#)