

AMW Association Technical Process

Title: AMW Association Technical Process

Source: AMW ASSOCIATION

Version: 2.0

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1 New work or changes to existing work

New work, or changes to existing Specifications, may be proposed to the Association by either Principal or General members, or by other members with the sponsorship of a Principal or General member. Existing Specifications can be changed in two ways; (i) new functionality can be added, and (ii) existing functionality can be changed.

2 Deliverables

Any new work or changes to existing Specifications require the following deliverables:

User Requirements Document: Defines what the system being specified shall do, as perceived by its users.

Technical Specification: Defines technical details of the new work or change with respect to an existing specification. For expediency, changes to existing functionality should be specified as a list of changes to the currently adopted Specification (verses an updated version of the full Specification).

Reference Implementation: An implementation that contains the new work or change.

Test Suites: Instructions and/or software that tests the implementation to see if it is compliant with the suggested new work or change.

Sample Files: Files created with the Reference Implementation to help in the development and compliance verification.

Intellectual Property Disclosures: Disclosure of IP contained in the change in conformance with the Association's IPR Policy.

3 Phases

The change process consists of three phases:

Proposal Phase: New work or changes to existing Specifications require a formal proposal to be submitted to the Technical Committee (TC) for approval. For information on the membership of the TC, see Sections 2.4, 2.6, 2.6, and 5.5 of the "BY-LAWS OF AMW ASSOCIATION, INC". Proposals must be sponsored by at least one Principal Member or one General member. Proposals must include an abstract, a justification (such as initial user requirements), a list of authors, and a timeline. The authors listed must be willing and able to commit to seeing the proposal through all phases of the process. After a two-week review period by the TC, a vote will be taken to determine whether the proposal should be developed into a Recommended Specification (new work) or a Recommended Change (modification to existing work). With the consent of a simple majority, the proposal moves on to the Editing and Review phase.

Editing and Review Phase: The deliverables described above are developed by the authors and delivered to the full TC for a one-month review and comment period. Comments are incorporated by the authors and the process repeats until a majority of the TC members actively participating (as determined by the TC chair) in the review of the deliverables agree that the deliverables are stable enough to submit for approval by the full TC. Once stability has been achieved, the deliverables move to the Approval Phase. A gap analysis should be performed to demonstrate that the user requirements are met by the technical specification.

Approval Phase: Deliverables are submitted to the full TC for an approval vote. Deliverables are approved according to the rules specified in Sections 3.6 and 3.8 of "BY-LAWS OF AMW ASSOCIATION, INC". If the deliverables fail to achieve approval they are sent back to the "Editing and Review" phase for at least one update cycle (review, comment, update) prior to another approval vote. Once the TC has approved the deliverables they become a Recommended Specification (new work) or a Recommended Change (modification to existing work). In the case of a Recommended Change, once approved, the authors must update the Specification to reflect the Recommended Change. This becomes an Updated Specification.

The Recommended Specification or the Updated Specification is then submitted to the Board for adoption. For information on the procedures for adoption of Specifications, see Sections 2.8 and 4.12(b) of the "BY_LAWS OF AMW ASSOCIATION, INC".

If the deliverables fail to achieve approval within 18 months of the initial proposal approval, a new proposal must be made to the TC before work on the deliverables may continue. If the re-proposal is approved, then work on the deliverables resumes in the Editing and Review Phase.