

1 PURPOSE

The purpose of the Training Working Group (TWG) is to provide SE training to INCOSE members by other members. The reason for initiating this Training WG is because there is no organized SE training provided to INCOSE members by other members. This Training WG will provide that opportunity and will support the mission, vision, and goals of INCOSE identified at <http://www.incose.org/about/index.aspx>.

2 GOAL

The specific goals for the Training WG are to:

- Develop or solicit SE training modules
- Solicit SE training volunteer instructors
- Provide SE training as a benefit to INCOSE members
- Coordinate SE training throughout INCOSE to expand SE training opportunities

The objectives of the Training WG are to:

- Identify, develop, solicit, coordinate, schedule, and present SE training based on ISO 15288, ISO TR 24748, INCOSE SE Handbook, and other SE sources.
- Recommend standardized approaches for SE training.
- Enhance the working group members' knowledge of SE training.
- Develop an integrated approach and strategy for continuous improvement of SE training to the organization.
- Provide representatives to other INCOSE WGs to obtain and provide consistent SE training application.
- Investigate training system development for SEs (e.g., how to develop training within an SE environment, how to develop a recommended set of SE activities to support the use of MIL-HDBK-29612 training system development procedures)

The vision of the Training WG is to be the acknowledged leader in advancing INCOSE SE training throughout the SE community. The mission is to elicit stakeholders' needs and provide value-added SE training solutions for the SE practitioners of the future.

3 SCOPE

This Training WG will address SE training as it relates to SE throughout the system life-cycle. SE training will be a free volunteer effort provided as a benefit to all members. This training will exclude CAB webinars, actual US DoD projects because of ITAR regulations, copyrighted material unless authorized in writing by the author, and labor financial compensation.

4 SKILLS AND EXPERTISE REQUIRED

The skills and expertise that will be required for success include SE training module development and presentation skills. Members will be needed who can provide or develop these modules and present them.

5 MEMBERS, ROLES AND RESPONSIBILITIES

- Lead: John Clark, john.clark@incose.org
 - o Organize and lead the WG
 - o Report status to the Assistant Director for Knowledge
- Co-Lead: Ed Weltin, edward.weltin@incose.org
 - o Assist the Lead in organizing and leading the WG
 - o The Co-lead is responsible to act in the absence of the Lead
- Working Member: Participates in most meetings and teleconferences.
- Training Member: Provides training sessions
- Informational Member: Receives information via e-mail and participates in as many meeting, teleconferences, and training opportunities as possible.

6 OUTCOMES (PRODUCTS/SERVICES)

- SE training modules
- SE training (via presentations, tutorials, and webinars)

7 APPROACH

- Meeting semi-annually at the IW and IS of the entire WG team
- Telecon quarterly
- Webinar monthly

8 MEASURES OF SUCCESS

- Size of membership
- Number of SE instructors
- Number of SE training modules developed and taught
- Number of members attending the training sessions

9 RESOURCE REQUIREMENTS

- LiveMeeting license and telecon
- Travel cost reimbursement to the IW and IS for the WG Lead

10 DURATION

This Charter will remain in effect until rescinded by the signatory.

11 SIGNATURES

Enter the signature block of the submitter

Date



INCOSE Training Working Group Charter

1st Level of Approval

Date August 23, 2011

Technical Director, INCOSE

2nd Level of Approval

Chairman, INCOSE Board of Directors

Date

Revision History

<u>Date</u>	<u>Revision</u>	<u>Description</u>	<u>Author</u>
14 Jan 2011	1.0	Initial Draft.	John Clark