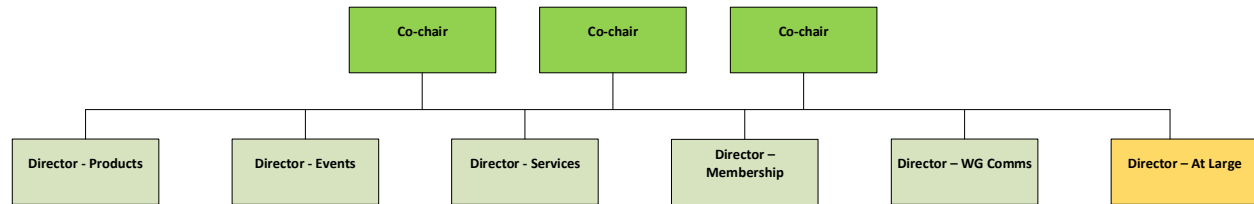


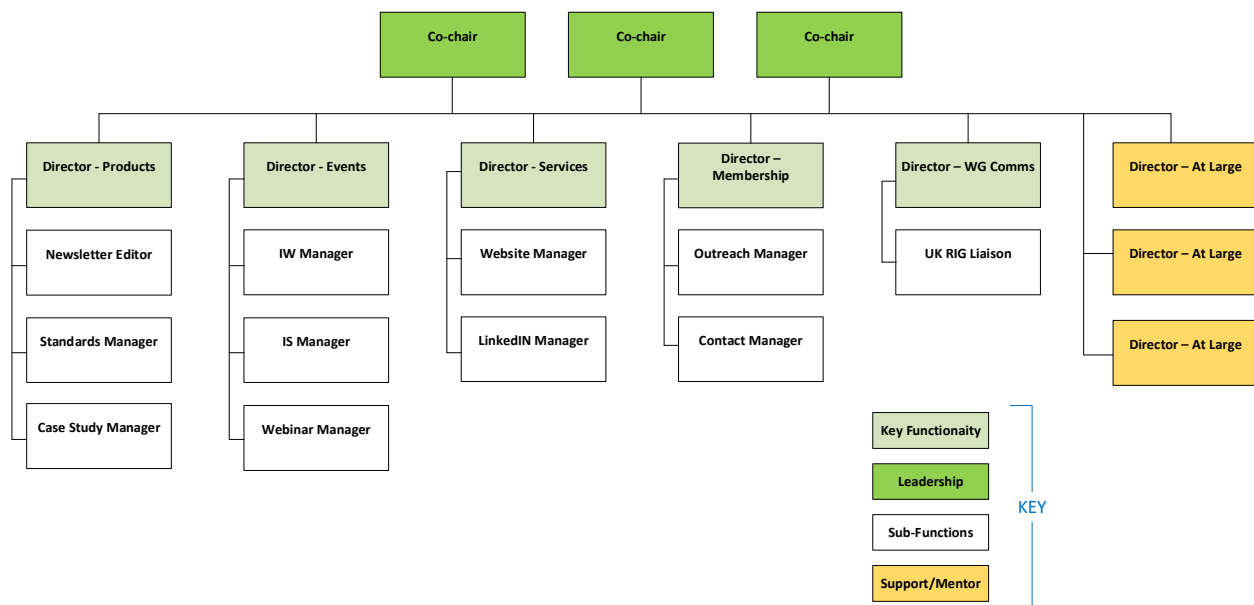
INCOSE TWG – Organization, Roles & Responsibilities

Roles & Responsibilities

There are four key functional areas within the TWG as indicated in the organizational chart below; Products, Events, Services and Membership.



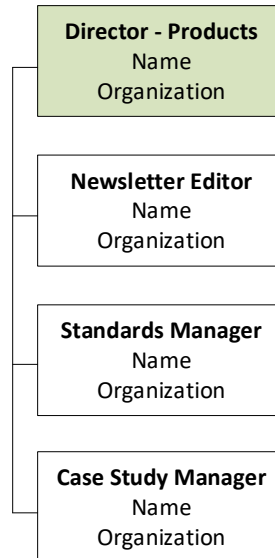
In Addition to these four key functional areas within the Steering Committee, provision for volunteering has been made for “Director at Large” positions. These positions would typically be occupied by senior agency leaders who provide general input and mentoring to the steering committee as they are able. Each of the four key functional areas consists of sub-functions as shown in the diagrams below.



If volunteers are not available for the sub-functions, then the Director will assume the responsibility for the missing volunteer(s). If a key functional area has no Director volunteer available, then the co-chairs will perform the director functions and possibly even the sub functions – although this would not be considered a viable scenario for a long-term work distribution (i.e., more than a few months).

TWG PRODUCTS

Products from the TWG represent tangible outputs or work products from the working group. Some of these such as Case Studies, Standards or Z-Guides, could be made available for publishing through the formal INCOSE Technical-Operations review and approval process.



Director – Products

Estimated volunteer time per month is estimated as 4 hours (average).

1. Organize a periodic call for the Products Group (Newsletter, Standards and Case Studies)
2. Establish goals (with agreement of each contributor) for the year at the conclusion of IS in preparation for the next year. (i.e., 3 newsletters, 4 case-studies, etc...)
3. Canvas the membership through the Outreach Manager for individual or group paper contributions.
4. Coordinate with other working groups on any collaborative product efforts such as Z-guides, case studies, papers or standards.
5. Coordinate papers for inclusion in IS and IW with the Events Director and determine a TWG theme, if possible, for the IS event.

Newsletter Editor

Estimated volunteer time per month is estimated as 6 hours (average) with peaks during publication.

1. Organize the framework for the newsletter in terms of content and layout
2. Establish goals for the number of newsletters, size of the newsletter
3. Canvas the membership through the Outreach Manager for individual or group contributions.
4. Interview contributors for article content
5. Edit and publish the newsletter(s)

Standards Manager

Estimated volunteer time per month is estimated as 2 hours (average).

1. Define any needs for guides, standards or similar work products for INCOSE members
2. Coordinate with other working groups on any collaborative efforts for guides & standards.
3. Establish goals for the number of guides, standards or similar work products
4. Canvas the membership through the Outreach Manager for individual or group contributions.
5. Coordinate with the formal INCOSE Technical-Operations review and approval process
6. Edit and publish the standards

Case-Study Manager

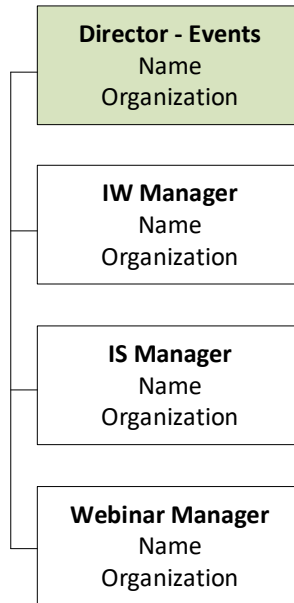
Estimated volunteer time per month is estimated as 4 hours (average) with peaks during interview periods.

1. Establish goals for the number of Case-Studies
2. Organize the framework for the Case-Studies in terms of content and layout
3. Canvas the membership through the Outreach Manager for individual or group contributions.
4. Interview contributors for Case-Study content
5. Coordinate with the formal INCOSE Technical-Operations review and approval process
6. Edit and publish the Case-Studies(s)

TWG EVENTS

It is critical that the TWG maintain a constant contact (heartbeat) with membership to ensure that the organization remains relevant to the needs of the members. To accomplish this, the TWG runs three key types of events throughout the year:

1. The International Workshop in January
2. The International Symposium in July
3. A series of webinars throughout the year



Director – Events

Estimated volunteer time per month is estimated as 5 hours (average).

1. Organize a periodic call for the Events Group (IS, IW and Webinars)
2. Establish goals (with agreement of each contributor) for the year at the conclusion of IS in preparation for the next year. (i.e., webinar topics, frequency, etc...)
3. Canvas the membership through the Outreach Manager for individual volunteer help with IS and IW.
4. Coordinate with other working groups on collaborative efforts such as roundtables and webinars.
5. Coordinate papers for inclusion in IS and IW with the Products Director and determine a TWG theme, if possible, for the IS event.

IW Manager

Estimated volunteer time per month is estimated as 3 hours (average) with peaks before the event.

1. Organize the event from a project management perspective creating a WBS and assigning tasks to volunteers (i.e., evening meal, flyers, TWG handouts, schedule).
2. Establish goals for the event (i.e., an overarching theme).
3. Co-ordinate with INCOSE event planners and book the necessary meeting rooms.
4. Canvas the membership through the Outreach Manager for volunteers.
5. Coordinate with other working groups on collaborative efforts such as roundtables and panels.
6. Attend the event and assist in the execution.

IS Manager

Estimated volunteer time per month is estimated as 3 hours (average) with peaks before the event.

1. Organize the event from a project management perspective creating a WBS and assigning tasks to volunteers (i.e., evening meal, flyers, TWG handouts, schedule).
2. Establish goals for the event (i.e., an overarching theme).
3. Co-ordinate with INCOSE event planners and book the necessary meeting rooms.
4. Canvas the membership through the Outreach Manager for volunteers.
5. Coordinate with other working groups on collaborative efforts such as roundtables or panels.
6. Attend the event and assist in the execution.

Webinar Manager

Estimated volunteer time per month is estimated as 4 hours (average).

1. Establish goals for the number of Webinars
2. Canvas the membership through the Outreach Manager for contributions.
3. Coordinate with other working groups on collaborative efforts such as roundtables and webinars
4. Interview contributors for content
5. Preview and ensure webinar requirements exist and are met by each presenter
6. Book the webinar facilities through the INCOSE process.
7. Attend the event and assist in the execution, including the recording of the event

TWG SERVICES

It is required that the TWG provide electronic access to materials and products for its membership to ensure that the organization realizes the needs of the members. To accomplish this, the TWG runs two primary contact mediums:

1. TWG Website – via the INCOSE website
2. LinkedIN website



Director – Services

Estimated volunteer time per month is estimated as 3 hours (average).

1. Organize a periodic call for the Services Group (LinkedIN and Website managers)
2. Establish goals (with agreement of each contributor) for the year at the conclusion of IS in preparation for the next year. (i.e., website material, frequency of updates, etc...)
3. Canvas the membership through the Outreach Manager for individual volunteer help with the two websites.

Website Manager

Estimated volunteer time per month is estimated as 5 hours (average) with peaks before IS & IW.

1. Provide prototype web page materials for review to the steering committee.
2. Establish goals for the website (i.e., update frequency).
3. Co-ordinate with each TWG Director or Manager to ensure that relevant content is published.
4. Test and Verify all links on the site

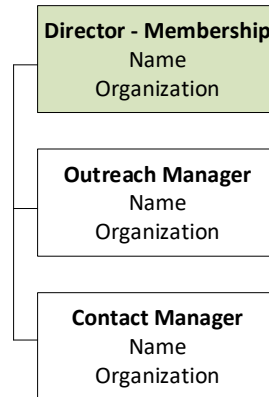
LinkedIN Manager

Estimated volunteer time per month is estimated as 4 hours (average).

1. Establish discussion topics and rules and moderate the site.
2. Coordinate and verify content with the Website manager.

TWG MEMBERSHIP

It is critical that the TWG maintain an active and involved membership. To ensure that the working group remains relevant to the needs of the members, periodic direct contact and surveys will be conducted.



Director – Membership

Estimated volunteer time per month is estimated as 3 hours (average).

1. Organize a periodic call for the Membership Group (Outreach & Contact Managers)
2. Establish goals (with agreement of each contributor) for the year at the conclusion of IS in preparation for the next year. (i.e., contact frequency, surveys, etc...)
3. Coordinate with other TWG Directors and Managers when a need arises to contact the membership.

Outreach Manager

Estimated volunteer time per month is estimated as 3 hours (average).

- Welcome new members and periodically validate the membership list.
- Report on membership trends and membership survey results

Contact Manager

Estimated volunteer time per month is estimated as 3 hours (average).

- Issue direct communications to the membership as requested by Directors and Managers
- Ensure that the membership list and the email list server is accurate and available to TWG Managers and Directors.

DIRECTOR – AT LARGE

Director – At Large
Name
Organization

These positions are reserved for transportation industry leaders and executives who wish to be involved in the working group but cannot commit to a significant amount of volunteer time for the group. This position allows mentoring and advice from industry leaders to be accessed by TWG members.