



Annual Operating Plan

Fiscal Year 2009

Release 1.2
January 2009

Authorised by:
INCOSE Board of Directors

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1 INTRODUCTION

The 2009 Annual Operating Plan (AOP) spans the period January – December 2009. The INCOSE AOP describes the significant planned activities and associated monetary resources for the forthcoming fiscal year, including recurring annual expenses. In section 16 of the budget, it also sets out the planned non-recurring investments in special projects.

2 ANNUAL OPERATING PLAN 2009

2.1 *Strategic Initiatives*

The INCOSE BoD has launched a number of strategic initiatives aimed at developing the breadth of membership and the influence of the organisation as a whole. Voting director positions have been established to focus on both international and commercial outreach, and specific initiatives in these areas are included in sections 2.1.1 and 2.1.2 respectively. Outreach to Young People is led by an appointed director for Academic Matters, and specific initiatives in this area are in section 2.1.3. The strategic initiatives are underpinned by the SE Vision, which provides a view of the future of systems engineering. Future work in this area is given in section 2.1.4.

Whilst they contain specific actions, these strategic initiatives are not projects in their own right. They act as a framework for the development of INCOSE's operations, its infrastructure and the new member benefits addressed in section 2.2 and 2.3.

2.1.1 International Outreach [BLI 16.47]

Responsible Director: Director for International Growth

2.1.1.1 Asia and the Far East represent an area of the world where systems engineering is practiced extensively but where INCOSE has yet to develop a significant presence. There are many challenges to be faced in this effort, amongst which is developing a better understanding of the cultural differences among our nations.

2.1.1.2 Close collaborations have been established, especially with the Taiwan, Japan, and Korea Chapters. Japan is hosting the Asia-Pacific Conference on Systems Engineering 2008, and Singapore is hosting it in 2009. Taiwan is aligned to host APCOSE in 2010. Japan is also bidding for APCOSE2012 and IS2012. Two giant aerospace organizations in Japan have joined as INCOSE Corporate Advisory Board Members. An agreement with KCOSE

was signed in September 2008, effective 2009. A second agreement on CSEP will be negotiated soon. Agreement with China's CAST is also in its final stage.

2.1.1.3 INCOSE is targeting growth in two other areas of the world. A group focussed on expansion into Latin America and the Caribbean has been active for some time. Their efforts are bearing fruit and membership and SE activity is gradually increasing. There are many new activities in the Latin America such as the appointment of an Associate Director for International Growth based in Brazil. The International Growth is sponsoring events and conferences in that region and there continues to be a Latin America & Caribbean dinner at every IS. There are also plans to sponsor a student scholarship to attend IS09 in Singapore.

2.1.1.4 FY09 Deliverables. \$18k has been provided for:

- A Memorandum of Understanding signed with CAST (China) to promote SE and CSEP
- Further collaboration with KCOSE in terms of mutual recognition of certification programs
- Collaboration with the Institute of Engineers (Singapore) on certification program
- Promoting INCOSE awareness in the Latin America
- Further support in Taiwan and Japan
- Launching an initiative in the Indian sub-continent

2.1.2 Commercial Outreach [BLI 16.57]

Responsible Director: Director for Commercial Outreach

2.1.2.1 The CSB will continue to advise and support INCOSE's Board of Directors on initiatives to reach out to the commercial systems communities and the CSB will ensure that the interests of the commercial sectors are safeguarded in INCOSE.

2.1.2.2 During 2009, the Commercial Steering Board will continue to support the Board of Directors to implement the Strategy for Commercial Outreach. Firstly, as part of the new INCOSE strategy, which is under construction. Secondly by giving advice and support to the BOD, Technical Operations, Industry as application area, and its working groups. Thirdly, to support to the international growth activities.

2.1.2.3 In addition, the CSB will pursue a range of other initiatives:

- Supporting activities which will lead to the publication of the shared values in systems engineering, product and process development across different application areas to illustrate the commercial industry best practices.
- Taking an initiative towards three new domains. These are: the Financial World, oil industry and a third domain, which will be selected and proposed during IW09. The approach will be to have an INCOSE presence (booth at the exhibition and the delivery of a key note speech) at international events of these industries. Assistance will be sought from the local chapters to give the required local manpower to man the booth, and support will be sought from INCOSE Central. Budget is to be made available for the costs involved and the travel expenses for BOD/CSB representation at these events. In addition, the CSB will approach selected companies in these domains through Chapter Presidents in order to facilitate further expansion in these 'unknown' domains.
- Expanding the CSB with members from best practice commercial companies.
- Proposing and providing commercial track and panel at IS09 and IS10. The proposal is to incorporate the CSB formally in the selection process of tracks and panels. Next to the more technical panels, so called strategic panels will have to be organized. One idea is to organize a track for beginning practitioners from commercial industry.
- Taking initiatives and supporting CAB initiatives for regional forums and/or to assist in the organization of a technical event with local chapters.
- To assist Tech Ops in coordinating WG's with 'commercial intentions'.
- To develop an approach to better incorporate SME's in INCOSE
- To assist in the further development of the NYC Transit 'model' to have it applied in other big cities

2.1.2.4 Required budget for 2009: \$13,000.

2.1.3 Outreach to Young People

New initiatives aimed at outreach to young people are focused in two areas – bringing young systems engineers into INCOSE, and growing an interest in the sciences, systems awareness, and all engineering disciplines at a much earlier age.

2.1.3.1 Under 18's outreach [BLI 16.56]

Responsible Director: Member Board Chair

For 2009 - The Member Board will manage the implementation effort of INCOSE's involvement in the International Science and Engineering Fair. Implementation entails finalizing the judging criteria with the Chapters, Fellows, and other interested members; coordinating the identification/selection of INCOSE judges with the Fellows

and local Chapters; and coordinating on-site judging, logistics, and travel for the INCOSE judges.

The expenses approved at the IS08 BOD meeting: \$4,800/year. Breakdown is annual affiliation fee (\$300); annual award (\$1500); INCOSE judges travel (\$3,000).

2.1.3.2 Systems Engineering & Architecting Doctoral Student Network [BLI 16.10]

Responsible Director: Director for Academic Matters

The doctoral student network will be holding its fourth annual workshop at CSER in Los Angeles and plans to hold its fifth at CSER in Loughborough, UK. The network has been steadily growing and building a support structure for doctoral students worldwide.

Funding for \$2.5k has been provided to continue supporting SEANET workshops.

2.1.4 Systems Engineering Vision [BLI: 16.12]

Responsible Director– Director for Strategy

- 2.1.4.1** The Systems Engineering Vision (SEV) is a collaborative forecast of the expected trends and implications of systems engineering theory and practice. Having produced the document, a major effort is foreseen to further develop it and to engage with other organizations and institutions having an interest in SE to develop a broad consensus on the future of our discipline and agree and implement collective action to bring this about.
- 2.1.4.2** The BoD had decided in 2007 that the best way to take this work forward was by forming a body of equal partners to take ownership of future development and execution of the SE Vision. It was expected that this body would consist initially of about ten organisations, referred to as the *SE Vision Consortium*. Due to lack of ownership and resources this plan has not progressed. Instead it is now proposed to proceed in 2009 as follows:
- a) acquire support from a professional institution specialised in future studies
 - b) proceed with no more than 5 relevant organisations under the consultancy of the institution from a)
- 2.1.4.3** The SE Vision will remain a key planning document for INCOSE and a key document of consensus in a future federated approach.
- 2.1.4.4** FY09 Deliverables: the kickoff meeting with the consulting institution; constitutional meeting of the Consortium end of the first half of 2009; \$25K for costs of consultancy, travel and collaboration in 2009.

2.1.5 Strategic Liaisons [BLI 12.2]

Responsible Director – Technical Director

- 2.1.5.1** National Defense Industrial Association. INCOSE established reciprocal Liaison with the National Defense Industrial Association (NDIA) Systems Engineering Division (SED) in 2000. The SED was formed to address the systems engineering technical and management issues related to the DoD acquisition process and improving delivered system performance. Together INCOSE and the SED promote the widespread use of systems engineering within the DoD to facilitate the development of affordable and supportable weapon systems. Via this liaison, INCOSE provides technical review, comments and information to support the efforts of the Director, Systems & Software Engineering, Office of the Under Secretary of Defense for Acquisition, Technology & Logistics. Ken Ptack has provided this Liaison since 2003 and INCOSE has supported travel and participation expenses.

- 2.1.5.2** Additional liaison activities will take place on strategic projects with: Global Earth Observation System of Systems, Institute of Industrial Engineers, and the U.S. DoD Office of the Secretary of Defense.

FY 2009 fiscal commitment is \$5,000

2.2 INCOSE Operations

INCOSE Operations covers those areas which are part of the ongoing delivery of member benefits within the organisation. In most cases these are underpinned by support contracts, as detailed in section 2.4. INCOSE Operations covers the following categories: Certification, Major Events, Regular Publications, General Support for Chapters, Marketing and New Operations.

2.2.1 Certification [BLI: 21.0]

Responsible Director – President Elect

- 2.2.1.1** INCOSE has made a significant long-term investment in this initiative over the past 5 years. The expectation is that the certification effort will transition from an investment to a source of additional revenue over the next year.
- 2.2.1.2** In 2008 the INCOSE Certification Office updated the core Certified Systems Engineering Professional (CSEP) to the INCOSE Systems Engineering Handbook Version 3.1, added a new Associate Systems Engineering Professional (ASEP) for junior/emerging systems engineers, and added the first CSEP extension for the US Department of Defense (DoD) acquisition environment (CSEP-Acq). For 2009, the INCOSE Certification Office will introduce the Expert Systems Engineering Professional (ESEP) for senior systems engineers. This "reference-only" ESEP certification is targeted towards senior-level systems engineers. An advanced level certification is anticipated to be of potential interest to senior-level systems engineers in several countries (e.g., European and Asian countries).
- 2.2.1.3** The Certification Office will seek to establish several new agreements across industry, academia, government, countries/regions, and with other professional societies. In 2008, the INCOSE Certification Office established its first strategic agreement with EADS. Building upon this success, several additional strategic agreements will be established in 2009. None of these agreements will diminish the quality and reputation of the certification program. In fact, it will help increase adoption among employers of systems engineers worldwide.
- 2.2.1.4** In anticipation of certification program growth, the Certification Office will investigate and implement automation into the certification application and

renewal process. A concept of operations will be developed and tools procured or developed to satisfy the needs of the various stakeholders.

2.2.1.5 The Certification Office and INCOSE Communications team will refine the framework for marketing the certification program. One of the key responsibilities of the new Program Manager includes oversight of marketing, including reaching out to other market segments.

2.2.1.6 Efforts were initiated in 2008 to better engage the current certified professionals. The goal is to build a better sense of community among the professionals to ensure the value of certification is recognized and to proactively take actions that should increase the chances of certification renewal. Engaged professionals should also enhance the external reputation of the certification programs thus enabling further growth. The initiatives of 2008 will be expanded to better engage our community of certified professionals.

2.2.1.7 Efforts to get the INCOSE certification program accredited to the requirements of ISO 17024 will continue in 2009. The goal is to be ISO 17024 compliant by 2010. This is supported by Standards liaison work on ISO 17024 itself.

2.2.1.8 Significant FY08 deliverables:

- New Senior-Level ESEP Certification Available – IS09
- New Strategic Agreements In Place – NLT Fall BoD Meeting
- Certification Concept of Operations – IS09
- 2009 Certification Marketing Plan – IW09
- Certified Professionals Engagement Plan – IS09
- ISO 17024 Accreditation Plan – IW10

2.2.2 Scheduled Meetings/Major Events [BLI: 9.0]

Responsible Director: Director for Strategy

2.2.2.1 Currently planned events include:

- International Workshop 09 in San Francisco
- Spring BoD Meeting 2Q 2009, in Loughborough UK to align with the CSER Conference.
- International Symposium, Singapore
- Autumn BoD Meeting, 4Q 2009 Baltimore, Maryland

2.2.2.2 To support our geographic and domain diversification goals and better serve our member base, INCOSE intends to evolve to four annual conferences at the regional / international level to increase interaction and engagement opportunities: Americas SE Conference (ASEC), Asia-Pacific Conference on

Systems Engineering (APCOSE), European SE Conference (EuSEC), and Conference on Systems Engineering Research (CSER). By commencing the planning effort now, INCOSE can begin to deploy an expanded event series in 2010.

- 2.2.2.3** This effort requires an expansion to the scope of the Events Committee to coordinate venue and theme identification across events to support the INCOSE strategy. This has been started just recently before the Q3 BoD meeting. Support contracts will also be expanded, taking on more logistical responsibilities and enabling volunteer teams to focus on the intellectual content of events. This has been initiated and will be further deepened. As a result the location of events can be defined w.r.t. strategic objectives rather than w.r.t. of the availability of local volunteers. This has already been the basis for the proposals for IW10 and IS11.

2.2.3 Regular Publications

2.2.3.1 INSIGHT [BLI 3.2]

Responsible Director – Director for Communications

INSIGHT is one of INCOSE's most popular and valued products which is now offered in electronic form. Members are still able to opt for a paper copy at an additional cost.

The electronic version is formatted based on the print version (3-column, portrait layout). In 2009, we will evaluate options for an alternate format for the electronic edition that is easier to read on a computer screen. The electronic format that is chosen may also be used as the format for the print edition, if feasible.

The four theme issues for 2009 are listed below.

Issue	Submission Date	Theme	Theme Editor
1st Qtr 2009	15 Feb 2009	Cognition: Pursuing the Next Level in System Performance	Steve Deal
2nd Qtr 2009	15 May 2009	The Interplay of Architecture, Security, and Systems Engineering	Rick Dove
3rd Qtr 2009	13 Aug 2009	East Meets West: The Human Dimension to Systems Engineering	Pearly Chua
4th Qtr 2009	15 Oct 2009	Model-Based Systems Engineering: A The New Paradigm	Rob Cloutier

FY08 Deliverables: \$100k is budgeted for the production of four editions of the INSIGHT magazine and the updating of the electronic format during 2009.

2.2.3.2 Journal of Systems Engineering [BLI 11.3]

Responsible – Director for Communications

2.2.3.3 No input received

2.2.3.4 FY09 Deliverables: TBD.

2.2.4 Member Recruiting [BLI 17.1]

Responsible Director: Member Board Chair

2.2.4.1 Supply promotional items to chapters to aid in member recruiting.

2.2.4.2 FY09 Deliverables: Funding of \$9K has been provided for these activities.

2.2.5 General Support for Chapters [BLI 17.5]

Responsible Director: Member Board Chair

2.2.5.1 The Member Board coordinates and delivers a range of support for Chapters, both in their administration and in support of events and technical activities. Examples are the provision of the Speakers Bureau, subsidising the travel arrangements for event speakers, chapter Past-President pins, and chapter banner replacement. New in 2009, Chapter charter grants (ref: CHP-100) are also covered in this line item; it is assumed that 3 new chapters will be chartered in 2009.

2.2.5.2 FY09 Deliverables: Funding of \$12K has been provided for these activities.

2.2.6 Member Board Travel [BLI 17.51]

Responsible Director: Member Board Chair

2.2.6.1 No justification received.

2.2.6.2 FY09 Deliverables: Funding of \$16,250.

2.2.7 Regional Meeting Support [BLI 17.51]

Responsible Director: Member Board Chair

2.2.7.1 Member Board Regional Representatives sponsor regional meetings for the purpose of providing speaker presentations to chapters, and training chapter leaders to aid chapter operations. Costs beyond virtual meeting conference capabilities are covered in this line item.

2.2.7.2 FY09 Deliverables: Funding of \$2K has been provided for these activities.

2.2.8 INCOSE Marketing [BLI: 3.4]

Responsible Director: Director of Strategy

2.2.8.1 Ralf to provide inputs

2.2.8.2 FY09 Deliverables: TBD.

2.2.9 New Operations

Planning will be undertaken during 2009 for four new areas of INCOSE Operations: Web-based Product Sales, Registered Educational Providers, ABET participation, and online balloting.

2.2.9.1 Web-based Product Sales

Responsible Director: Technical Director

2.2.9.2 No input received

2.2.9.3 FY09 Deliverables: TBD.

2.2.9.4 Registered Educational Providers

Responsible Director: President Elect

During 2009, INCOSE will establish a team to define a registration and endorsement program for systems engineering education providers and products. The initial focus will be on Certification training. This service will be of interest to training suppliers and

industry and will also be of interest to INCOSE members seeking education, including certification preparation training. It is also anticipated that this could become a source of revenue for INCOSE.

2.2.9.5 ABET Participation [BLI 15.4]

Responsible Director: Director for Academic Matters

After a considerable time in gestation, this initiative is moving forward. Under the leadership of Dr. Fabrycky and others, INCOSE's application to the US Accreditation Board for Engineering and Technology (ABET) for participating body status has been approved in the summer of 2008. For 2008, INCOSE's original commitment to this initiative was in the form of supporting travel and participation expenses by Dr. Fabrycky, named ABET Board Representative for INCOSE. \$5k had been provided for this purpose. During FY 2008, estimates for the ongoing fiscal commitment from INCOSE to the ABET process are being accessed. A preliminary estimate for FY 2008 fiscal commitment is now \$23k. The major change in this estimate is caused by ABET dues starting in FY 2008 rather than FY 2009.

ABET dues and travel to support our representation various ABET functions is now estimated to cost \$30k in FY 2009.

2.2.9.6 Balloting

Responsible Director – Director for Leadership and Organizational Development

In 2008, INCOSE updated the required policies and implemented adopted online ballots for the first time. The transition was a tremendous success with 98.5% of members adopting e-balloting in the first year (compared to an average first year adoption rate of less than 50%). The intent of this transition is to modernize the election implementation and lower the barrier of entry for voters, increasing the overall participation rate. The transition from a paper ballot to the hybrid system was accomplished at zero net cost with postage savings offsetting the election support contract.

In 2009, INCOSE will continue to use a hybrid balloting system where members have the choice between paper and electronic ballots. INCOSE will also continue the services of a support contractor to ensure the professionalism and credibility of the balloting system. The adoption rate will allow INCOSE to re-compete its support contract in 2009 to include organizations focused solely on online balloting. While \$7k is budgeted for election costs in 2009, re-competing the contract will provide the opportunity for savings.

2.3 Enhancing Member Benefits

The final major area of expenditure within the 2008 AOP is aimed at the development of new member benefits, either through the provision of new infrastructure or the development of new technical assets.

2.3.1 'INCOSE.org' Public Web Site Re-Engineering [BLI: 16.4]

Responsible Director: Director for Communications

2.3.1.1 Website development

I would also like to add website development to the 2009 AOP. But with the Enterprise IT infrastructure already scheduled, it would push the Website development across and into the 2010 financial year. Thus I propose we amortize \$100,000 across both fiscal years. This would be followed up with a \$10,000 per year website maintenance budget.

2.3.1.2 FY09 Deliverables: TBD.

2.3.2 Virtual Meeting / Conference Capability [BLI 1.12]

Responsible Director: Member Board Chair

2.3.2.1 For some time, Chapters have expressed their need to be able to reach out to their members who are not able to travel to meetings and events, and to facilitate collaboration between members and between chapters on various activities. Some trials have taken place, but these have relied on support and the use of facilities in employing companies.

2.3.2.2 The objective of this activity is to determine the performance of a selected technology in actual use by chapters and working groups. The requirements for features such as the number of channels and audio capabilities will also be evaluated. Other INCOSE groups such as Tech Ops/working groups will also take advantage of such a capability.

2.3.2.3 One hundred licenses were acquired for INCOSE in mid-2008 and are in the process of roll-out and test among different INCOSE constituencies.

2.3.2.4 FY09 Deliverables. Funding of \$25K has been provided for a 2009 full-year pilot of this capability. Licenses should be about \$9k for 2009, with the remainder of the budget allocated to voice conferencing. Use of Voice-over-IP for the primary voice capability will be stress-tested, and limitations assessed. Large seminars, coordinated by the CAB, will be provided and evaluated.

2.3.3 Webinar Series [BLI 16.52]

Responsible Director: Corporate Advisory Board Chair

2.3.3.1 INCOSE will continue its internal webinar series in 2009. First offered in October 2008, the webinar series brings internationally recognized speakers to our members' desktops in synchronous and recorded format. Each month, a different speaker will deliver a 60 minute presentation. This presentation will also be recorded for later viewing.

2.3.3.2 FY09 Deliverables: \$8k has been provided for twelve webinars during 2009.

2.3.4 Standards Liaison [BLI 7.5]

Responsible Director: Technical Director

2.3.4.1 Standards development will continue, but under a defined schema for planning longer range efforts aligned with the Systems Engineering Vision, interoperating with Working Groups and other parts of INCOSE, and ensuring maximum visibility of plans and results to INCOSE stakeholders. This is in support of standards for ISO, OMG, CMMI, and AIAA, most of which are ISO standards. In 2009 we intend to align participation in standards with working group activities and set up a more strategic approach to participation in standards activities as INCOSE continues to liaise with standards development bodies.

- Standards WG-ISO SC7 SWG5 - Harmonization. Standards WG-ISO SC7 WG7 - 24748 Editor. ISO 15288, 24748, the editorial team is providing input to version 2.
- Standards WG-ISO SC7 WG10 - 15504. This is work done to update the SPICE, 15504, for SE in 2009.
- Standards WG-ISO SC7 WG20 - Certification. This includes developing initial SE criteria in 2009.
- Standards WG-ISO SC7 WG42 - Architecture. This includes participation in developing IEEE 1471 and ISO 42010. This work was supported by the Architecture Workshop.
- Standards WG-EIA G-47 Liaison. ANSI/EIA 632, 731, 632 handbook, revision of 632 is underway.
- Standards WG-UML & OMG Support. Provide a strong tie to AP233, providing an update for MDSD.
- Standards WG-ISO SC7 WG22 - Vocabulary. This is supporting language and vocabulary standards for SE across all ISO standards.

- Standards WG-ISO SC5 WG1 - Enterprise Architecture. These includes architecture modeling standards, update of 17504 in 2009 to align with WG42.
- Standards WG-CMMI. Steering group meetings for CMMI strategy.
- ISO SC7 WG7 - Requirements Editor.
- ISO SC7 WG2 System Documents. These are in support of standards for SYS/SW documents, CD in 2009 expected.
- AIAA SE Tech Comm.G-043 CONOPS standard, ABET support, update revision of G-043 in 2009.
- ISO 10303 - AP233 SE Data Exchange. To support AP233 Ballot meeting travel in FY09. Providing tool interoperability at model level in 2009/2010.

2.3.4.2 FY09 Deliverables: \$82,500.

2.3.5 Technical Infrastructure [BLI 7.6]

Responsible Director: Technical Director

2.3.5.1 The operations activities are broken into Communications, Support of Events, Initiatives with the Working Groups, Reserve for the Directors, and Teambuilding. The communications activities include the booth displayed as the International Symposium and the literature that communicates the Technical Operations. The project in support of the events is primarily the databases that support the processing of papers for the International Symposium.

2.3.5.2 FY09 Deliverables: \$26,000

2.3.6 Technical Projects [BLI 7.7]

Responsible Director: Technical Director

2.3.6.1 There are a number of project assigned to the Assistant Directors. The projects include:

- Technical participation in GEOSS Architecture & Data Committee meetings. INCOSE now has the leadership responsibility for architecture definition in this area, led by GEOSS Working Group Chair Larry McGovern.
- Net-centric Operations as an initiative to support another area of Vision 2020 is being planned. The Technical Operations is working on developing a viable concept. Initially led out of the Net-centric

Operations Working Group led by John Hsu and could follow a path similar to that of the MBSE initiative.

- Biomedical Working Group and a chapter to develop a technical event.
- MBSE Initiative continues to develop and implement the roadmap for MBSE in direct support of the SE Vision. Initiative now has an organizational structure based on increasing the knowledge base using activity leads for key areas related to MBSE and challenge teams that apply the knowledge. The MBSE Initiative continues to conduct workshops and LiveMeeting webinars.
- REGAL, a tool that is being developed to support requirements engineering and management for increasingly complex systems. It is a web-based resource that catalogues best practices in requirements engineering that apply at various stages of the life-cycle. It provides an interface that allows a query based on the needs of the user. REGAL is led by the Requirements Working Group (Jeremy Dick, Chair). The review review process has started with Joe Carl to make it an official INCOSE Product. RAFT, an extension of REGAL for classification of good practice by project context. It is a parametric approach based on project attributes such as size, criticality (consequence) and organizational maturity. This project has the same leadership as REGAL, and will also become an INCOSE product.
- Human Systems Integration Working Group (HSIWG) speakers at the 2009 International Workshop and International Symposium. They are also planning an INSIGHT Cognition Theme Issue and are working toward that with there working group.
- Technology Life Cycle Workshop will be held at the IW 2009.
- System Architecture forum support will continue.
- There is budget allocated to continued maintenance of the Tools Database.

2.3.6.2 FY09 Deliverables: \$50,700.

2.3.7 Outreach [BLI 7.8]

Responsible Director: Technical Director

2.3.7.1 The outreach areas are in support of technical presence in GEOSS, Commercial Conferences, and ABET.

2.3.7.2 FY09 Deliverables: \$11,500

2.3.8 IT Re-Architecting [BLI: 16.4]

Responsible Director: Director for Communications

2.3.8.1 The amount of \$40K has been allocated for a subcontract to solidify the member database and add some needed capabilities for INCOSE Central.

2.4 INCOSE Support Contracts

Responsible Director: President Elect

2.4.1 Administrative Support

Contractor: Universal Management Services

*Contract Value: \$318,000 in INCOSE budget for FY2009**

Contract Dates: Indefinite duration. Funding as per BLI 1.3

Contract Manager: Treasurer

The contract with UMS provides administrative support and member services for INCOSE. The services to be delivered by UMS and the level of funding are decided annually as part of the budgeting process. This contract also allows for additional tasks to be performed at agreed rates. Administrative support for the Certification program is included in this amount.

*NOTE: Contract is still pending

2.4.2 International Workshop 2009

Contractor: ASK International Conference

Contract Value: \$30,800 in IW09 budget

Contract Dates: 1 October 2008 until finalisation of IW finances in approx April 2009

Contract Manager: Associate Director for Events

INCOSE contracts annually for administrative support for the annual International Workshop.

2.4.3 International Symposium 2009

Contractor 1: ASK International Conference

Contract Value: \$76,188 in IS09 budget

Contract Dates: 15 April 2008 until finalisation of IS finances in approx October 2009

Contractor 2: National University of Singapore Professional Activities Centre

Contract Value: \$28,315 in IS09 budget

Contract Dates: 10 January 2008 until finalisation of IS finances in approx October 2009

Contract Manager: Associate Director for Events

Each year, INCOSE awards contracts for the support of the annual International Symposium. Two contracts have been put in place to support IS09, using the lessons learned from IS2004 in Toulouse. The support tasks have been carefully identified and allocated.

2.4.4 International Symposium 2010

Contractor: ASK International Conference

Contract Value: \$7,850 in IS10 budget

Contract Dates: 22 April 2008 until finalisation of IS finances in approx October 2010

Contract Manager: Associate Director for Events

In preparation for IS10 in Chicago, a contract was let with ASK International Conference for the site selection.

2.4.5 INSIGHT Chief Editor

Contractor: Kenley Consulting LLC

Contract Value: \$49,020 in INCOSE budget for 2009

Contract Dates: 28 May 2008 for two years (quarterly issues, eight over two years)

Contract Manager: Director for Communications

INCOSE has a contract with Kenley Consulting LLC for editorial support for INSIGHT.

2.4.6 Certification Program Manager

Contractor: Sysnovation LLC

Contract Value: \$124,800 in INCOSE budget for 2009

Contract Dates: July 2007 for two years, renewed July 2009 for two years

Contract Manager: President Elect

A contract has been put in place with Sysnovation LLC to provide a Certification Program Manager to support the INCOSE Certification program.

2.4.7 IT Support

Contractor: TBD

Contract Value:

Contract Dates:

Contract Manager: Director for Communications

2.4.8 Live Meeting Service

Contractor: Premier Global Services

Contract Value: \$8,400 (Licenses: 5 professional @ \$20 and 100 standard @ \$5 x 12)
- Does not include toll-free phone usage (currently \$2-3,000/mo.)

Contract Dates: July 7, 2008 to July 2009

Contract Manager: Director for Communications

The Professional Edition allows up to one thousand, two hundred fifty (1,250) meeting participants per meeting and the Standard Edition allows up to fifteen (15) meeting participants per meeting.

2.4.9 Web Hosting Services

Contractor: Peer1

Contract Value: \$24,000

Contract Dates:

Contract Manager: Director for Communications

BLI 3.3 (World Wide Web)

2.4.10 Journal of Systems Engineering

Contractor: Wiley & Sons Inc

Contract Value: \$125,000 in INCOSE budget for 2008

Contract Dates: 14 January 1998. Amended 1 July 2002

Contract Manager:

A contract was let on 1998 with Wiley & Sons Inc for the publication of the SE Journal. This was most recently amended 2002 to include a revised cost structure.

2.4.11 Election Support Contract

Contractor: Election-America

Contract Value: \$6,800 plus postage for mailed ballots (81 paper ballots in 2008)

Contract Dates: 1 July 2008 to 1 July 2009

Contract Manager: Chair, Nominations & Elections

INCOSE has a one year contract with Election-America for complete election support for the 2008 international elections. This includes preparation, distribution, and tabulation of paper and electronic ballots. With the 98.5% adoption rate for e-ballots, INCOSE will recompet the contract in 2009, soliciting proposals from Election-America as well as organizations such as Votenet who are focused on online balloting.

2.4.12 Certification Testing Services

Contractor: ProMetric

Contract Value:

Contract Dates:

Contract Manager: Certification Program Manager

2.4.13 INSURANCE

Contractor: Tyrisco: Directors & Officers Liability Insurance - Arch

Contract Value: \$2,680

Contract Dates: February 17, 2009 to February 17, 2010

Contractor: Tyrisco: Professional Liability Policy – Evanston Insurance Co.

Contract Value: \$5,400 in 2008 (in renewal process – covers Certification)

Contract Dates: June 14, 2009 to June 14, 2010

Contractor: Tyrisco: Foreign Liability Policy - AIG

Contract Value: \$2,500 in 2008 (in renewal process)

Contract Dates: August 1, 2009 to August 1, 2010

Contractor: Tyrisco: Precision Policy – Zurich (covers symposium)

Contract Value: \$2,330

Contract Dates: March 24, 2009 to March 24, 2010

Contract Manager:

1. Reasonable, adequate coverage will be maintained to safeguard the assets of INCOSE corporation. Such coverage will include property and liability, Directors and Officers, dishonesty and any other insurance deemed necessary.
2. The Executive Director will carefully review insurance policies before renewal.
3. The Chief Operating Officer will maintain insurance policies in insurance files at INCOSE Central.
4. Insurance policies will correspond to the calendar year whenever possible.

Appendix 1 – Operating Budget

The 2009 Operating Budget is attached as an Excel spreadsheet, with notations to explain the content/purpose of lines which are not self-explanatory.

The core budget is in balance. Planned investments in specific projects are listed at the bottom of the sheet.

INSURANCE

1. Reasonable, adequate coverage will be maintained to safeguard the assets of INCOSE corporation. Such coverage will include property and liability, Directors and Officers, dishonesty and any other insurance deemed necessary.
2. The Executive Director will carefully review insurance policies before renewal.
3. The Chief Operating Officer will maintain insurance policies in insurance files at INCOSE Central.
4. Insurance policies will correspond to the calendar year whenever possible.