

INCOSE-WMA Chapter

2011

Configuration & Data Management Plan (CDMP)

August 2011

Revision 1.0

**Approved By**

**Officers**

**\_\_\_\_\_\_\_\_\_\_\_/signed/\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_/signed/\_\_\_\_\_\_\_**

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**\_\_\_\_\_\_\_/R.Posadas for/\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_/signed/\_\_\_\_\_\_\_**

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**Change Log**

| **Revision** | **Changes** | **Approval Date** |
| --- | --- | --- |
| 1.0 | Initial Issuance | August 2011 |
|  |  |  |

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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **TBD** | **TBR** | **Section/Para** | **Description** | **Date Closed** |
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# Purpose of Plan

The purpose of the International Council of Systems Engineering (INCOSE) -Washington Metro Area (WMA) Chapter Configuration and Data Management Plan is to provide oversight, management and accountability for Chapter Data and Configuration Items (DIs/CIs). The Chapter’s Operating Plan (OPLAN) notes that the WMA Chapter is one of the largest chapters in the INCOSE Federation; however, there are a relatively small number of DIs/CIs to manage for the chapter (as opposed to what is normally on a development program, for example). Thus, the Data Management/Configuration Management (DM/CM) approach, while following good Systems Engineering (SE) practices and principles, takes a minimalist approach to the management of these assets so as to minimize the burden to chapter officers.

## Program Scope

The primary DI and CI products of the Chapter are documents, however, there are also Hardware CIs (HWCIs) (used for chapter meetings), and the potential for Software CIs (SWCIs) for the Chapter’s website. The DM approach is consistent with EIA-8??; the CM approach is consistent with EIA-659. The DM approach is primarily concerned with identification and management of Chapter DIs in working and final stages. (Some of the DM activities typically associated with contract management do not apply; however, the chapter continues to have challenges with intellectual property rights to data with regard to tutorial data). The CM approach includes consideration of and a tailored approach to the five elements of CM: Planning, Identification, Control, Audits, and Status Accounting.

For the purposes of this plan, the following definitions apply:

Data Management is: The process of applying policies, systems, and procedures for identification and control of data requirements; for the timely and economical acquisition of such data; for assuring the adequacy of data for its intended use; for the distribution or communication of the data to the point of use; and for use analysis. (DOD 5015.12M)

Configuration Management is: A management process for establishing and maintaining consistency of a product’s performance, functional, and physical attributes with its requirements, design and operational information throughout its life. (MIL-HDBK-61A)

## Applicable Documents

The following documents are referenced within this plan and were used in the formulation of this Plan.

|  |  |  |  |
| --- | --- | --- | --- |
| Doc#/ Title | Revision | Date | Source Ref |
| Keys to Effective Chapters Including Procedures for Awards and Recognition, Edition for 2010 | 1.3 | 31 March 2010 | INCOSE connect site – Chapter publications |
| INCOSE-WMA Strategic Plan | 1.0 | 7 Apr 2011 | INCOSE-WMA website – Chapter Documents |
| INCOSE-WMA Operating Plan 2011 | 1.0 | 7 Apr 2011 | INCOSE-WMA Connect website – Chapter Documents |
| INCOSE-WMA Bylaws | 29 Apr 2009 | Apr 2009 | INCOSE-WMA Connect website – Chapter Documents |
| INCOSE-WMA Constitution | 29 Apr 2009 | Apr 2009 | INCOSE-WMA Connect website – Chapter Documents |
| MIL-HDBK-61A, Configuration Management Handbook | 7 Feb 01 | 7 Feb 01 | ASSIST Database |
| DOD 5015.12M Procedures for the Acquisition and Management of Technical Data, | August 1993 | August 1993 | DOD Knowledge Management System |

## Applicability

This CDMP is applicable for the INCOSE-WMA Chapter and will remain in effect until changed. It will be evaluated annually during the Chapter’s strategic and operational planning exercise to determine if any changes are required. As noted in paragraph 1.2 of this document, the primary products of the Chapter are documents. Many of the Chapter planning documents are already created and this plan was written after their development; however, the Board of Directors (BOD) strived to follow typical DM and CM practices during their generation. Once this plan is approved in accordance with (IAW) the configuration control requirements (para 1.4), the CDMP will apply for all Chapter identified DIs\CIs.

## Document Organization and Configuration Control

This section identifies the CDMP organization and content. The plan is a stand-alone plan. While the CDMP is not required by INCOSE, the INCOSE-WMA Chapter has decided it is necessary and valuable, and hopes it may become a best practice for all Chapters. Approval of the CDMP will be by a Chapter BOD vote consistent with procedures outlined herein, and once approved the change log will be updated. The baselined document will be posted to the Chapter data repositories as outlined in this document.

The document is organized as follows:

|  |  |
| --- | --- |
| Section 1.0 | Purpose, Scope, Applicability for Chapter, Applicable Documents, Document Organization and Configuration Control |
| Section 2.0 | Data Management, What are Data Items, DI States, DI Repositories, DI Intellectual Property Rights |
| Section 3.0 | Configuration Management, What are Configuration Items (Document, HW, SW), Planning, Identification/Baselines, Control, Audits and Status Accounting |
|  |  |
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# Data Management

The definition of a **Data Item** (for this plan) is: *a document or file representation (e.g. a website representation of information) that is identified as a deliverable in the INCOSE-WMA OPLAN.*

For the purposes of this plan, DIs are in one of two states: Draft (or working) and Final (ready to be put under baseline control per this plan). During the Draft state, DIs will be informally managed by the originator consistent with this plan. During the Final state, DIs attain the status of CIs, and products (as identified in this plan) will be required to be approved by the INCOSE-WMA Configuration Control Board (CCB), and be under formal configuration management. (The INCOSE-WMA CCB is nominally the voting and non-voting members of the INCOSE-WMA BOD.)

DI/CIs will be kept in multiple data repositories. This redundancy is currently necessary due to the organizational structure of INCOSE Organization and the Chapter Organizations, and requirements for certain activities – namely, the Chapter Circle Awards process. INCOSE-CONNECT is the INCOSE organization’s intranet and is you unique to INCOSE membership; i.e., you must be an INCOSE member and have a password to gain access to materials on the intranet. There may be additional further restrictions placed on whom may access what sites. The specific **INCOSE-WMA Data Repositories** addressed in this plan are:

1. [www.incose.org](http://www.incose.org): INCOSE CONNECT – INCOSE CONNECT INCOSE-WMA CHAPTER WEBSITE (url: <https://connect.incose.org/mb/r5/wma/Shared%20Documents/Forms/AllItems.aspx> )
2. [www.incose.org](http://www.incose.org): INCOSE CONNECT- INCOSE CONNECT CIRCLE AWARDS WEBSITE (url: [https://connect.incose.org/mb/chapters/2011%20Chapter%20Awards%20Ssubmissions/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2fmb%2fchapters%2f2011%20Chapter%20Awards%20Ssubmissions%2fShared%20Documents%2f2011%20Chapter%20Submissions%2fWashington%20Metropolitan%20Area%20%28Washington%2c%20DC%29&FolderCTID=&View={B24CBB23-12D5-454D-86A8-9A51837936CF}](https://connect.incose.org/mb/chapters/2011%20Chapter%20Awards%20Ssubmissions/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2fmb%2fchapters%2f2011%20Chapter%20Awards%20Ssubmissions%2fShared%20Documents%2f2011%20Chapter%20Submissions%2fWashington%20Metropolitan%20Area%20%28Washington%2c%20DC%29&FolderCTID=&View=%7bB24CBB23-12D5-454D-86A8-9A51837936CF%7d) )
3. [www.incosewma.org](http://www.incosewma.org): INCOSE-WMA Chapter website

While there may be other social media locations where INCOSE-WMA activities are discussed, these sites are the primary sites for providing access to Chapter DIs/CIs.

## Chapter Data Items

As noted, the primary items to be controlled by this CDMP are documents. Most if not all of the documents to be generated by the chapter are identified as “Deliverables” in the INCOSE-WMA OPLAN. Documents are categorized in the following types:

* Plans (PLN)– Strategic, Operating, OPLAN Addendums, CDMP, Constitution/Bylaws
* Standard Operating Procedures (SOP) – Documents which prescribe the operational functions of various Chapter functions and activities, and associated training
* Financial Documents (FIN)– Monthly Financial Reports, Outyear Budgets, Annual Financial Reports
* Board Business (BUS) – Chapter BOD Agendas, Minutes and/or emails documenting BOD decisions or summary records, or Action Item responses/BOD reports (if in writing)
* Correspondence (CORR) – Letters/Emails from BOD leadership to external leadership, CAB members, etc. or internal membership
* Marketing (MKTG) – any material that promotes the business of the WMA Chapter; e.g., newsletters, brochures, event flyers, membership materials
* Publications (PUB) – any formal publications prepared for publication and/or presentation by chapter members in INCOSE formal communications (INSIGHT, Systems Engineering Journal), or Workshops/Symposiums
* Presentations (PST) – briefings/materials used for presentation at INCOSE-WMA Chapter meetings, to include any forms, templates, surveys used by Program Committee Chairperson
* Tutorials (TUT) – briefings/materials used for Chapter Tutorials, to include any forms, templates, surveys used by Tutorials Program Lead
* Miscellaneous (MISC) – anything else that does not fit into the other categories

Certain categories of items by their very nature require stricter version control, even in draft states, then others; specifically, these are: Plans, SOPs, Financial, Marketing, Publications, Presentations, and Tutorials.

A key tenet of the BOD is complete transparency to the membership. As a non-profit organization, we believe it is in the best interests of the Chapter for the members to have access to as much information as possible to engage the membership, continue to serve our educational mission, and to help the BOD garner additional membership involvement.

## DI Control Principles

While transparency is a key tenet, it is too labor intensive and non-value added to expose all data to everybody or even to just the WMA membership. Thus, there are several key questions that should be considered relative to how much control needs to be applied and who should have access to what DIs. These questions are:

1. How formal is the data product?
2. Who is the audience?
3. How will it be used?
4. Who needs to see/access it?
5. Who originated it and what state is it in?

The more formal a document is, if it is used to communicate important information, (internally or externally), if leadership needs to use it to make decisions or inform members generally dictates not only who needs to see/access it but also dictates a greater level of control and management. The BOD has the ability to control and manage much of what is originated by the leadership or provided to the leadership (e.g. presentations, tutorial materials) for use by the Chapter. Other things which the BOD might want to keep as a DI (such as member generated publications, or incoming DIs produced elsewhere) are less able to be controlled.

## DI States

Section 2.0 described two states of data: Draft (or working) and Final (ready to be put under baseline control as defined by this plan). How each DI in these states is managed is dependent upon if it is in one of the following states:

1. originated by the leadership
2. provided to the leadership, or
3. outside of leadership control.

For ease of discussion, DIs falling in state 3 are not expected to be compliant with the control procedures of this document. DIs in states 1 are expected to be compliant, and DIs in state 2 should be compliant as much as possible.

## DI Draft Stage

When a DI is in a draft stage, the following controls shall be applied for DI States 1 and 2.

1. File Naming Convention
   1. INCOSE-WMA with underscore, followed by short, descriptive file name (use abbreviations as appropriate), underscore, followed by DRAFT in all caps, underscore followed by date as dMthyy, underscore, followed by “R” and a version assignment.
   2. Version number assignment should be a “R0.x” convention when being worked on by document owner, then when released for initial review to BOD/CCB it should set as “R0”. Then any iterations after that should increase by a whole number (e.g. “R1”), unless interim iterations are very minor, in which case it would increase on a point scale (e.g. “R1.1”)
   3. Examples: INCOSE-WMA\_CDMP\_DRAFT\_1May11\_R0.2 (Draft, second iteration, still under doc owner control); INCOSE-WMA\_CDMP\_DRAFT\_10May11\_R2.2 (Draft, released to BOD for review, second revision, minor changes applied).
2. File Storage
   1. When under document owner control, to observe good DI management, it is recommended the doc owner should establish a place where file is stored and easily findable, and should create an “Archive” folder in the home storage folder and move older versions into the Archive folder, keeping most current document accessible.
   2. When doc owner is ready to share the document for review with BOD members, he will post it to repository 1 (INCOSE CONNECT – INCOSE CONNECT INCOSE-WMA CHAPTER WEBSITE) under “Shared Documents”, then look for the “*Year* Draft Deliverables” folder, and then the appropriate DI category. This way all can easily open, review/redline and post their comments to the same folder. After posting document, he should send the link to the folder location in an email to the reviewers letting them know it is there and ready for review.

When a DI is in State 3, whoever the document owner is (essentially the person who has the item in his possession) can choose to use the conventions described above – which may involve renaming the file to conform – or just posting the DI to the appropriate folder consistent with para 2b above.

## DI Final State

When all changes have been made to the Draft DI, and it is in a “Final Draft” status the following conventions shall apply:

1. File Naming Convention
   1. INCOSE-WMA with underscore, followed by short, descriptive file name (use abbreviations as appropriate), underscore, followed by FINAL in all caps, underscore followed by date as dMthyy, underscore, followed by “R” and a version assignment.
   2. Version number assignment should be a “R0” when released for final review/approval to BOD/CCB. If there are any iterations after that, the revision should increase by a whole number (e.g. “R1”), unless interim iterations are very minor, in which case it would increase on a point scale (e.g. “R1.1”)
   3. Examples: INCOSE-WMA\_CDMP\_FINDraft\_10May11\_R1 (Final draft one review with changes incorporated); INCOSE-WMA\_CDMP\_FINDraft\_10May11\_R2.2 (Final Draft, reviewed by BOD for with minor changes applied).
2. File Storage
   1. The document should be posted to repository 1 (INCOSE CONNECT – INCOSE CONNECT INCOSE-WMA CHAPTER WEBSITE) under “Shared Documents”, then look for the “*Year* Draft Deliverables” folder, and then the appropriate DI category, until such time as it is approved by a CCB action. After posting document, he should send the link to the folder location in an email to the reviewers letting them know it is there and ready for review.

When the deliverable has undergone a CCB approval action, or, in the case of a State 3 DI where the item is considered “FINAL” for the purposes of sharing internally and/or externally, the following conventions should be followed:

1. File Naming Convention
   1. Change the existing file name, replacing “FINDraft” part of the file name with FINAL in all caps, and the “R0” designation if initial issue. If it is an update to a previously approved plan, for example, you would use the appropriate Revision number per the Change Log.
   2. It is possible for a document to be approved as a FINAL, only to have minor errors discovered which require correction. As long as the errors are minor, and the changes have been coordinated with the INCOSE-WMA President, the updates can be applied and the revision should increase increase on a point scale (e.g. “R1.1”). If more substantive revisions are necessary, it will need to start the process again unless the President waives this requirement and agrees to roll the revision as a BOD action.
   3. Examples: INCOSE-WMA\_CDMP\_FINAL\_15May11\_R0 (Final); INCOSE-WMA\_CDMP\_FINAL\_15May11\_R0.1 (Final with minor changes applied).
2. File Storage
   1. The document should be posted to repository 1 (INCOSE CONNECT – INCOSE CONNECT INCOSE-WMA CHAPTER WEBSITE) under “Shared Documents”, then look for the folder labeled “*Year* Circle Awards Evidence” (subfolders under this folder are labeled to indicate the type of DI evidence to be posted there), and put in the appropriate folder.
   2. In addition, it is the doc owner’s responsibility to ALSO post the final DI to repository 2 (INCOSE CONNECT- INCOSE CONNECT CIRCLE AWARDS WEBSITE), in the same evidence folder as he posted to in Repository 1 (i.e., if it was put in Repository 1 – Folder 2B Tutorials, it would be put in Repository 2 – Folder 2B-*Year* Evidence).
   3. Finally, depending on the nature of the DI, it may be sent to the INCOSE-WMA Webmaster or BOD member responsible for uploading to the website – Repository 3. (This will be consistent with the INCOSE-WMA Website Specification – Content Collection requirements.)

# Configuration Management

This section will address the tailored application of CM for the INCOSE-WMA CIs. It will address CM Planning, Configuration Identification/Baseline Management, Configuration Control, Configuration Status Accounting, and Configuration Audits.

## CM Planning

The Chapter has engaged in CM Planning by generating this CDMP. As noted, this plan will be evaluated annually to see if any restructure or major revision is necessary to the provisions herein. If any changes are required, they will be processed consistent with the Configuration Control section of this document.

## Configuration Identification/Baseline Management

The INCOSE-WMA recognizes three types of CIs: Documentation (DOC), Hardware CIs (HWCIs), or Software CIs (SWCIs). The DOC CIs are effectively FINAL versions of the DIs and fall under the document categorization schema outlined in the DM section. HWCIs are expected to be hardware items purchased by the Chapter to support Chapter meetings and/or Tutorial conducts. SWCIs are anticipated to be any custom code or scripts developed for the Chapter websites and/or any unique SW tools. Appendix A provides a Configuration Status Accounting Record (CSAR) Table for the capture of each type of CI. The CSAR will be treated as an INCOSE-WMA Deliverable, and the list will be maintained in Repository 1 – in the Shared Documents folder, in the “*Year* Configuration Items – Doc and HW and SW” folder.

Any new additions or upgrades of existing HW assets will be tracked on this list (similar to a Government Furnished Equipment [GFE] List that one might have or use on a DOD government contract), as well as any deprecations.

SW Version control will be consistent with SW CM best practices. Because it is expected that there will be minimal SW assets, there is no need at this time for more formal control or use of a SW versioning tool. However, the developer of the code/script (whether webmaster, administrative assistant, BOD member) will be responsible for logging the information on the CI in the list and following the same approach as for the HWCI list.

## Configuration Control (CC)

As previously noted in the DM section, the INCOSE-WMA Chapter will have a “Configuration Control Board (CCB)” for the purpose of approving high visibility, significant, and typically externally exposed deliverables. The CCB will be comprised of the BOD voting and non-voting members. The CCB will be ‘informally’ managed – that is, any formal CCB decisions will be undertaken as a normal course of business as part of the standing BOD meetings, or, if required, via email vote for any urgent actions. The Chapter President will make the decision on how the review and approval will be performed. All votes will be recorded in the BOD Meeting Minutes, and when the item is added to the INCOSE-WMA CSAR the approval date will be logged.

The Deliverables identified in the OPLAN have been captured in a **R**esponsible, **A**pproval/Accountable, **S**upport, and **I**nformed (RASI) matrix, which will also serve to help capture other salient DM and CM information to include its DM Category designation, and whether a formal CCB decision is necessary to allow the item to be posted to the various INCOSE-WMA Data Repositories. Some items may just require ‘Approval’ by the INCOSE-WMA President, or that authority may be delegated to the BOD member.

## Configuration Status Accounting (CSA)

The CSA records for the INCOSE-WMA Chapter include the HWCI, CSCI, and Document CI lists. Since there is no formally designated CM Manager at this time, it is each BOD member’s responsibility to capture the appropriate information on the appropriate list when it becomes a formal CI on the CSAR. It may be desirable to try and appoint or name a INCOSE-WMA to this role in the future. Until someone is identified to fulfill this role, the Administrative Assistant to the Chapter will help BOD members with the update of the CSAR.

## Configuration Audits (CA)

At this time, the Chapter does not feel the need to perform any formal configuration audits – either CM process audits or Physical Configuration Audits (PCAs). (Since there is not yet a need to do formal testing on any CI, there is similarly no need for a Functional Configuration Audit [FCA].) After a year or two of implementation of this CDMP, it may be deemed desirable to do a CM *and* DM Process Audit to ensure this plan is being implemented as written. The same may be decided for a PCA. If a determination is made to do this at a later date, the plan and approach for conducting these audits will be added as a revision to this CDMP.

Appendix A – INCOSE-WMA CSAR

**INCOSE-WMA CSAR – 2011**

1. **DOCUMENTATION CONFIGURATION ITEMS (CIs) LIST**

| **Document CIs** | **DI Category/State** | **Resp** | **Approval Authority** | **Initial Issue Rev/**  **Date Approved** | **Update Rev/**  **Approve Date** | **Comments** |
| --- | --- | --- | --- | --- | --- | --- |
| Strategic Plan (1B) | PLN/1 | President | CCB | R0/7 Apr 11 |  |  |
| Operating Plan (1C) | PLN/1 | VP | CCB | R0/7 Apr 11 |  |  |
| Current Yr Budget (1C) | PLN/1 | Treasurer | CCB | R0/7 Apr 11 |  |  |
| WMA Constitution | PLN/1 | VP | CCB, Mbrship | 29 Apr 2009 |  |  |
| WMA Bylaws | PLN/1 | VP | CCB, Mbrship | 29 Apr 2009 |  |  |
| BOD Meeting Minutes/Action Items –2011(8D) | BUS/1 | Secy | CCB |  |  | Each successive issue of minutes will be recorded in update field |
| Chapter Configuration and Data Management Plan | PLN/1 | VP\* | CCB |  |  |  |
| BOD Meeting Standard Operating Procedure (SOP) | SOP/1 | Secy | CCB |  |  |  |
| Elections SOP (Succession Planning) | SOP/1 | Past Pres | CCB |  |  |  |
| Monthly Financial Report | FIN/1 | Treasurer | CCB |  |  |  |
| Financial Planning SOP | SOP/1 | Treasurer | CCB |  |  |  |
| Proposed Budget for 2012-13 | FIN/1 | Treasurer | CCB |  |  |  |
| Audited Chapter CY Financial Report | FIN/1 | Treasurer | CCB |  |  |  |
| Program Development Plan/Schedule (to include Facilities Plan) | PLN/1 | Prog Cmte  Chair | CCB |  |  |  |
| Chapter Meeting SOP | SOP/1 | Prog Cmte  Chair | CCB |  |  |  |
| Chapter Tutorial SOP | SOP/1 | Prog Cmte  Chair | CCB |  |  |  |
| Communications Plan (1D) (incl Website and Publicity Plan) | PLN/1 | Comms Cmte Chair | CCB | R0/7 Apr 11 |  |  |
| Ambassador Plan (part of OPLAN) (1D/3D) | PLN/1 | VP | CCB | R0/May 10 | R1/7 Apr 11 |  |
| Website Requirements/  Capabilities Document | PLN/1 | Comms Cmte Chair | CCB |  |  |  |
| Website Baseline Description Document | PLN/1 | Comms Cmte Chair | CCB |  |  |  |
| Chapter Website SOP for O&M (3A) | SOP/1 | Comms Cmte Chair | CCB |  |  |  |
| Membership Recruiting and Retention Plan (1E) | PLN/1 | Mbrship Chair | CCB |  |  |  |
| Annual Membership Survey (4C) | MKTG/1 | Mbrship Chair | CCB |  |  |  |
| Membership SOP | SOP/1 | Mbrship Chair | CCB |  |  |  |
| Awards Program SOP | SOP/1 | VP | CCB |  |  |  |
| MOU with **xyz** Student Chapter | SOP/1 | Past Pres | CCB |  |  |  |
| Presentation to a non-represented company/org in current INCOSE Chapter (6F) | MKTG/1 | BOD or designee | CCB |  |  |  |
| INCOSE-WMA RASI | PLN/1 | VP | CCB |  |  |  |

\*Categories per Chapter 2.1 of INCOSE-WMA CDMP

* Plans (PLN)– Strategic, Operating, OPLAN Addendums, CDMP, Constitution/Bylaws
* Standard Operating Procedures (SOP) – Documents which prescribe the operational functions of various Chapter functions and activities, and associated training
* Financial Documents (FIN)– Monthly Financial Reports, Outyear Budgets, Annual Financial Reports
* Board Business (BUS) – Chapter BOD Agendas, Minutes and/or emails documenting BOD decisions or summary records, or Action Item responses/BOD reports (if in writing)
* Correspondence (CORR) – Letters/Emails from BOD leadership to external leadership, CAB members, etc. or internal membership
* Marketing (MKTG) – any material that promotes the business of the WMA Chapter; e.g., newsletters, brochures, event flyers, membership materials
* Publications (PUB) – any formal publications prepared for publication and/or presentation by chapter members in INCOSE formal communications (INSIGHT, Systems Engineering Journal), or Workshops/Symposiums
* Presentations (PST) – briefings/materials used for presentation at INCOSE-WMA Chapter meetings, to include any forms, templates, surveys used by Program Committee Chairperson
* Tutorials (TUT) – briefings/materials used for Chapter Tutorials, to include any forms, templates, surveys used by Tutorials Program Lead
* Miscellaneous (MISC) – anything else that does not fit into the other categories

\*States per Para 2.3 of INCOSE-WMA CDMP

1. originated by the leadership
2. provided to the leadership, or
3. outside of leadership control.
4. **HARDWARE CONFIGURATION ITEMS (HWCI) LIST**

| **HWCI #** | **HWCI DESCRIPTION (incl Vendor)** | **Ser/Part #** | **Date Approved for Baseline** | **Put into Service** | **Removed From Service** | **Comments** |
| --- | --- | --- | --- | --- | --- | --- |
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1. **SOFTWARE CONFIGURATION ITEMS (SWCI) LIST**

| **SWCI #** | **SWCI DESCRIPTION** | **Where Used** | **Version** | **CCB Approved Date** | **Update Version/**  **CCB**  **Approval Date** | **Comments** |
| --- | --- | --- | --- | --- | --- | --- |
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Appendix B – INCOSE-WMA RASI

**INCOSE-WMA RASI Chart – 2011 Deliverables**

| **Data Item/Circle Award ref** | **DI Category/State** | **Resp** | **Approval Authority** | **Support (incl input, rvw)** | **Informed** | **Comments** |
| --- | --- | --- | --- | --- | --- | --- |
| Leadership Training Deck (1A) | PLN/3 | President | Informal | N/A | BOD | Use the INCOSE deck from best practices |
| Strategic Plan (1B) | PLN/1 | President | CCB | BOD | BOD, Members |  |
| Operating Plan (1C) | PLN/1 | VP | CCB | BOD | BOD, Members |  |
| Current Yr Budget (1C) | PLN/1 | Treasurer | CCB | BOD | BOD, Members | Incl as part of OPLAN, but handle also as a separate deliverable artifact. |
| Chapter Master Schedule | -- | -- | -- | -- | -- | OPLAN TBD003 |
| WMA Constitution | PLN/1 | VP | CCB, Mbrship | Constitution/Bylaws Cmte | BOD, Members | Per Constitution must be approved by 2/3rds member vote (FINAL DRAFT should be CCB controlled) |
| WMA Bylaws | PLN/1 | VP | CCB, Mbrship | Constitution/Bylaws Cmte | BOD, Members | Per Constitution must be approved by 2/3rds member vote (FINAL DRAFT should be CCB controlled) |
| BOD Meeting Calendar/ Schedule | BUS/1 | Pres | Informal | Admin Asst (AA) | BOD | President develops at beginning of year (starting 2012). |
| BOD Meeting Agendas | BUS/1 | Pres | Informal | BOD | BOD | President solicits inputs for Agenda from BOD |
| BOD Meeting Minutes (8D) | BUS/1 | Secy | CCB | BOD | BOD, Members |  |
| BOD Meeting Action Items (8D) | BUS/1 | Secy | CCB | AA | BOD | Part of Meeting Minutes |
| BOD Biographies (8A) | BUS/1 | Secy | Informal | Webmaster | Members | Supplied by BOD member to Secy to maintain |
| Chapter Configuration Management Plan | PLN/1 | VP\* | CCB | BOD | BOD, Members | \* Initial Issue |
| BOD Meeting Standard Operating Procedure (SOP) | SOP/1 | Secy | CCB | Pres, AA | BOD, Members |  |
| Elections SOP (Succession Planning) | SOP/1 | Past Pres | CCB | Elections Cmte, BOD | BOD, Members |  |
| Audit SOP | -- | -- | -- | -- | -- | OPLAN TBD006 |
| Bylaws/Constitution Revision SOP | -- | -- | -- | -- | -- | OPLAN TBD007 |
| Chapter Review Plan | -- | -- | -- | -- | -- | OPLAN TBD008 |
| Pictures of Chapter Logo displayed at Monthly Meeting (8E) | PST/1 or 2 | Prog Cmte Chair or designee | Informal | AA, Any Member | BOD |  |
| Monthly Financial Report | FIN/1 | Treasurer | CCB | BOD | BOD, Members |  |
| Financial Planning SOP | SOP/1 | Treasurer | CCB | AA | BOD, Members |  |
| Proposed Budget for 2012-13 | FIN/1 | Treasurer | CCB | BOD | BOD, Members |  |
| Audited Chapter CY Financial Report | FIN/1 | Treasurer | CCB | President | INCOSE | To date, this has been effectively the final budget report for the operating year. |
| Program Development Plan/Schedule (to include Facilities Plan) | PLN/1 | Prog Cmte  Chair | CCB | President, other BOD members | BOD, Members |  |
| Chapter Meeting SOP | SOP/1 | Prog Cmte  Chair | CCB |  | BOD, Members |  |
| Chapter Tutorial SOP | SOP/1 | Prog Cmte  Chair | CCB |  | BOD, Members |  |
| Chapter Monthly Meeting Speaker Bio and Abstract (2A) | PST/1, 2 or 3 | Prog Cmte  Chair | Informal | Webmaster, AA | BOD, Members |  |
| Chapter Presentation (2A) | PST/3 | Prog Cmte Chair | Informal | Webmaster, AA | BOD, Members |  |
| Tutorial Presenter Bio and Abstract (2B) | TUT/1, 2 or 3 | Tutorial  Chair | Informal | Webmaster, AA | BOD, Members |  |
| Tutorial Materials (2B) | TUT/3 | Tutorial Chair | Informal | Webmaster, AA | BOD, Members |  |
| Chapter Tutorial Attendance Record (2B) | TUT/1 | Tutorial  Chair | Informal | Members, AA | VP/Secy | For Circle Awards |
| Seminar or Mini-Conference (2C) | -- | -- | -- | -- | -- | OPLAN TBR001 |
| Regional Conference Materials (2E) | -- | -- | -- | -- | -- | OPLAN TBD009 |
| Speaker letters of appreciation (8H) | PST/1 | Prog Cmte  Chair or designee | Informal | Pres or Secy | VP/Secy | For Circle Awards. Letters should be for presenters at meetings and for tutorials. |
| Communications Plan (1D) (incl Website and Publicity Plan) | PLN/1 | Comms Cmte Chair | CCB | BOD | BOD, Members |  |
| Ambassador Plan (part of OPLAN) (1D/3D) | PLN/1 | VP | CCB | Amb Prog Lead, BOD | BOD, Members |  |
| Website Requirements/  Capabilities Document | PLN/1 | Comms Cmte Chair | CCB | BOD, AA | BOD, AA, INCOSE | May become an INCOSE exemplar of best practice |
| Website Baseline Description Document | PLN/1 | Comms Cmte Chair | CCB | BOD, AA | BOD, AA, INCOSE | May become an INCOSE exemplar of best practice |
| Chapter Website SOP for O&M (3A) | SOP/1 | Comms Cmte Chair | CCB | AA | BOD, Members |  |
| Chapter Newsletters | MKTG/1 | Comms Cmte Chair | Informal | AA | Members | Good practice to get AA to proof before it goes final |
| Membership Recruiting and Retention Plan (1E) | PLN/1 | Mbrship Chair | CCB | BOD | BOD, Members |  |
| Annual Membership Survey (4C) | MKTG/1 | Mbrship Chair | CCB | BOD | BOD, Members (results) | Approves content of survey questions before release |
| Chapter Recruitment Package (4A) | MKTG/1 | Mbrship Chair | Informal | BOD | Members |  |
| Membership SOP | SOP/1 | Mbrship Chair | CCB | BOD | BOD, Members |  |
| Chapter Outreach Plan | -- | -- | -- | -- | -- | OPLAN TBD009 |
| Awards Program SOP | SOP/1 | VP | CCB | Awards Cmte, AA | BOD, Members |  |
| MOU template for SE Student Chapters | SOP/1 | Past Pres | \*Informal/  CCB | BOD | BOD, Student Chapter Presidents | \*Template can be informally managed, but any actual agreements between orgs should be CCB controlled. |
| SE Article(s) (5B) | PUB/1, 2 or 3 | Members | None | N/A | Members |  |
| SE Project Artifacts (6B) | PUB/1, 2 or 3 | Members | None | BOD | Members |  |
| SE Activity/ Presentation (6C) | PUB/1, 2 or 3 | Members | None | BOD | Members |  |
| Speaker Presentation to career day, civic activity, other tech society, non-INCOSE conference or seminar (6E) | PUB/1, 2 or 3 | Members | None | BOD | Members |  |
| Presentation to a non-represented company/org in current INCOSE Chapter (6F) | MKTG/1 | BOD or designee | CCB | BOD | BOD |  |
| Award Certificate/Letter of Recognition (8I) | MKTG/1 | Pres | Informal | Secy, AA | Members |  |
| Letter of Recognition to a Support Organization (8J) | MKTG/1 | Pres | Informal | Secy, AA | Members |  |
| Public Relations Letters to Employers (8K) | MKTG/1 | Pres | Informal | Secy, AA | Members |  |
| Annual List of Chapter Members achieving ESEP, CSEP, or ASEP certification or recertification (8L) | MISC/1 | Pres or designee | Informal | BOD, AA, Members | Members |  |
| Chapter Engagement Plan\* | -- | -- | -- | -- | -- | OPLAN TBD010 |
| Refereed INCOSE JOURNAL article (5A) | PUB/3 | Members | Informal | Members | Members | Author might want peer review |
| Technical Papers for Symposium or Seminar (sponsored or co-sponsored by INCOSE) (5C) | PUB/3 | Members | Informal | Members | Members | Author might want peer review |
| INCOSE authorized and approved technical product (5F) | PUB/3 | Members | Informal | Members | Members | Author might want peer review |
| Presentation to another INCOSE Chapter (7B) | PST/1 | Members | Informal | N/A | Members | Author might want peer review |
| Published INSIGHT articles (7C) | PUB/3 | Members | Informal | Members | Members | Author might want peer review |
| List of INCOSE International Workshop attendees (7E) | MISC/1 | Pres | Informal | Secy, AA | Secy, AA | For Circle Awards |
| List of INCOSE International Symposium attendees (7D) | MISC/1 | Pres | Informal | Secy, AA | Secy, AA | For Circle Awards |
| Proof of Donation to INCOSE Foundation, Scholarship Fund and/or Engineers Week (7F) | MISC/1 | Treasurer | Informal | Pres, AA | Pres, AA | For Circle Awards |
| Proof of Donation to another INCOSE Chapter (7G) | MISC/1 | Treasurer | Informal | Pres, AA | Pres, AA | For Circle Awards |
| Nomination for INCOSE award (Founder, Fellow, Service) (7H) | MISC/1 | Pres | Informal | VP, Secy | VP, Secy | For Circle Awards |
| Proof of Attendance at Chapters Committee Meeting at IW and IS (8B, 8C) | MISC/1 | Pres | Informal | Secy, AA | Secy, AA | For Circle Awards |
| INCOSE-WMA RASI | PLN/1 | VP | CCB | BOD | BOD, Members | Part of CDMP |
| INCOSE-WMA CSAR | PLN/1 and 2 | BOD | Informal | AA | BOD | May become an INCOSE exemplar of best practice |

*Note – if an item has a Circle Award category reference, it is an externally exposed DI which is exposed to INCOSE CA Committee at a minimum; it may also be exposed for information to Chapter members, and others interested in Chapter activities.*

\*Categories per Chapter 2.1 of INCOSE-WMA CDMP

* Plans (PLN)– Strategic, Operating, OPLAN Addendums, CDMP, Constitution/Bylaws
* Standard Operating Procedures (SOP) – Documents which prescribe the operational functions of various Chapter functions and activities, and associated training
* Financial Documents (FIN)– Monthly Financial Reports, Outyear Budgets, Annual Financial Reports
* Board Business (BUS) – Chapter BOD Agendas, Minutes and/or emails documenting BOD decisions or summary records, or Action Item responses/BOD reports (if in writing)
* Correspondence (CORR) – Letters/Emails from BOD leadership to external leadership, CAB members, etc. or internal membership
* Marketing (MKTG) – any material that promotes the business of the WMA Chapter; e.g., newsletters, brochures, event flyers, membership materials
* Publications (PUB) – any formal publications prepared for publication and/or presentation by chapter members in INCOSE formal communications (INSIGHT, Systems Engineering Journal), or Workshops/Symposiums
* Presentations (PST) – briefings/materials used for presentation at INCOSE-WMA Chapter meetings, to include any forms, templates, surveys used by Program Committee Chairperson
* Tutorials (TUT) – briefings/materials used for Chapter Tutorials, to include any forms, templates, surveys used by Tutorials Program Lead
* Miscellaneous (MISC) – anything else that does not fit into the other categories

\*States per Para 2.3 of INCOSE-WMA CDMP

1. originated by the leadership
2. provided to the leadership, or
3. outside of leadership control.