



PMC-101: INCOSE Policy – 16 October 2020

The Board of Directors shall approve policy statements that provide principles and general guidance and that grant authority to groups and individuals for the operations and management of INCOSE. The Board shall assign each policy an individual owner who is responsible for policy maintenance.

The Policy Management Committee shall be responsible for configuration management and control of policy documents, which includes control of policy reference designators. Policies shall be designated using an alphabetic functional area designator from Table 1 followed by a three (3) digit sequence number sequentially 100, 101, 102, etc., provided by the Policy Management Committee chair.

Table 1 - Policy Functional Area Designator Conventions

Functional Area	Code
Academic Council	ACD
Administration	ADM
Board of Directors	BOD
Certification	CER
Chapters	CHP
Committees	CMT
Chief Information Officer	CIO
Communications	COM
Corporate Advisory Board	CAB
Nominations and Elections	ELC
Events	EVT
Fellows	FEL
Finance	FIN
Membership	MBR
Management	MGT
Outreach	OUT
Policy Management Committee	PMC
Publications	PUB
Recognition	REC
Sectors	SEC
Services	SVC
Technical Operations	TEC

A Policy Template, PMC-TEMP-01, is included with this policy.



Approval of policies as documented in the approved minutes of the Board of Directors shall constitute approval for publication release on the INCOSE public web site.

The Administrative Office shall publish all policy statements on the INCOSE public web site in the format presented in the Policy Template and Figure 1.

<p>XXX-yyy: Name – Publication Approval Date (Month Day, Year) Text of the policy. SUPERSEDES: XXX-yyy dated Publication Approval Date (Month Day, Year) (if any) APPROVED BY: INCOSE Board of Directors, Location - Board Approval Date (Month Day, Year) POLICY OWNER (RACI Responsible R): Policy Owner by Title MAINTAINED BY (RACI Accountable A): INCOSE Officer or Director by Title</p>
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Figure 1 - Policy Statement Format

Working through the Policy Management Committee, the Board of Directors shall direct INCOSE process owners to develop and maintain procedures, templates, and forms consistent with policy to conduct INCOSE operations. INCOSE process owners are officers, committee members, administration staff, and agents so identified by the Board of Directors. The process / procedure designation shall use the following naming convention:

- 3-Letter Functional Area Code (same code as for policies in Table 1)
- 4-Letter Document Type Code
 - PROC – Procedures
 - TEMP – Templates
 - FORM – Forms
- 2-Digit Number Starting with 01

Therefore, as an example for the policy template, it is named PMC-TEMP-01: PMC for the Policy Management Committee, TEMP for a template document, and 01 for the first template for the Policy Management Committee.

Related Policies

PMC-100 Policy Management Committee

SUPERSEDES: PMC-101 dated 20 April 2018

APPROVED BY: INCOSE Board of Directors, Virtual, 16 October 2020

POLICY OWNER (RACI Responsible R): Policy Management Committee Chair

MAINTAINED BY (RACI Accountable A): Secretary