



PMC-101: INCOSE Policy – 15 July 2021

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 |
| Diversity, Equity, Inclusion | DEI |
| Nominations and Elections | ELC |
| Events | EVT |
| Fellows | FEL |
| Finance | FIN |
| List | LST |
| 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.

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| <p>XXX-xxx: Name – Publication Approval Date (DD Month Year) Text of the policy. SUPERSEDES: XXX-xxx dated Publication Approval Date (Month Day, Year) (if any) APPROVED BY: INCOSE Board of Directors, Location - Board Approval Date (Day Month 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 / template / form 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 16 October 2020

APPROVED BY: INCOSE Board of Directors, Virtual, 15 July 2021

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

MAINTAINED BY (RACI Accountable A): Secretary