



TEC-107 INCOSE Technical Product Development & Commercialization – 24 July 2020

Purpose

This policy provides guidelines for development and commercialization of INCOSE Technical Products and Affiliate Products that may be distributed by INCOSE central. Following this policy ensures that INCOSE Technical Products are efficiently developed and effectively delivered to targeted customers to maximize impact. Sufficient planning and organizational review prior to development by volunteer members ensures that valuable volunteer time is not wasted. This planning will also ensure high quality INCOSE Technical Products are being created that will reach the broadest audience while being supported over time. Lastly, it addresses INCOSE's expectations for technical product made by or with INCOSE affiliates that are desired to be distributed by INCOSE central.

Applicability

This policy applies to any INCOSE member conceptualizing, planning, contributing to, or updating an INCOSE Technical Product or Affiliate Product as defined below. This policy does not apply to INCOSE Non-Technical Products, as defined below.

Definitions (for use in this Policy)

A Product: Information or a service made by a person/people which is intended to be given to other people to use, consume or learn from for free or for a price.

Non-Technical Product: Product not in scope for this policy including advertisements, flyers, and services that do not provide technical information or knowledge.

INCOSE Technical Product: INCOSE Technical Product is technical product which has been properly INCOSE branded, sufficiently reviewed by INCOSE for technical content, INCOSE business scope, and cleared for intellectual property. INCOSE owns the copyright for the product. The INCOSE central pricing and distribution of these types of products shall be in compliance with TEC-101 and its associated procedure.

INCOSE Affiliate Product: INCOSE Affiliate Product is technical product usually developed outside the INCOSE development process which is made by an INCOSE member, chapter, partner(s), or in cooperation with partner(s); then allowed by INCOSE central to be distributed from INCOSE central channels. In this case, the author(s) own the copyright and take(s) primary responsibility for proper branding, intellectual property, content quality and appropriate citations with INCOSE central oversight based on this policy & related procedure. INCOSE reserves the right not to distribute the product in case it does not comply with INCOSE vision, mission, objectives and business scope. The INCOSE central pricing and distribution of these types of



products will be decided on a case by case basis by the Publications Office with guidance from the INCOSE Board of Directors (or chartered delegates) and TEC-101.

Policy Content

Active contribution and involvement across all of Technical Operations and the Board of Directors is required to focus efforts on INCOSE Technical Product generation with the highest quality.

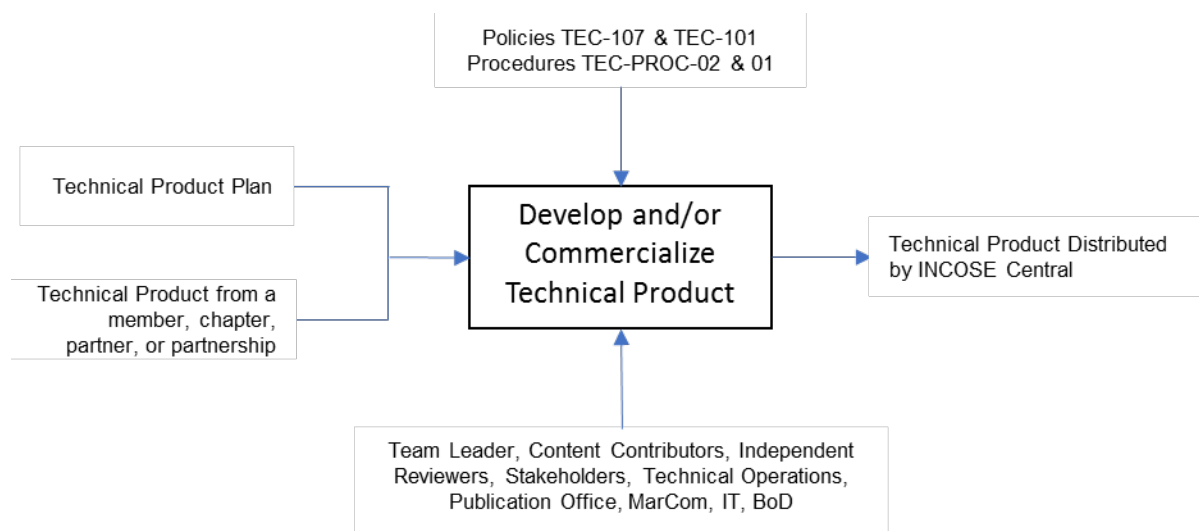
A Technical Product Plan (TPP) for INCOSE Technical Product shall be created, reviewed, approved, and maintained to ensure high quality products are produced efficiently at a reasonable cost.

The plan shall include key roles & responsibilities, deliverables and decision gates for the entire lifecycle including development, verification, validation, maintenance, and retirement. The plan shall address making the product accessible to a broad range of INCOSE members. This includes hearing access and vision access for people with disabilities and to benefit non-native speakers. The plan shall include periodic obsolescence/improvement reviews by the developer(s) (i.e. annually).

The Technical Director, at a minimum, shall approve the TPP. The Technical Director ensures the planned INCOSE or Affiliate Technical Product is aligned with INCOSE vision, mission, objectives and business scope. Other stakeholders are encouraged to be approvers as well to help assure proper support and execution.

The INCOSE procedure TEC-PROC-02 for technical product development shall be followed when planning an INCOSE technical product. This same procedure shall be used as a guideline when assessing candidate INCOSE Affiliate Products for potential distribution.

Process Model





Consequences of Non-Compliance

Technical Products that are not created in compliance of this policy risk being delayed, significantly changed, or rejected as an INCOSE Technical Product.

Responsible Position

The INCOSE Technical Director is responsible for this policy, while the President-Elect is the accountable INCOSE Officer.

Related Policies

ADM-103 Intellectual Property
CIO -100 Information Technology
COM-100 Marketing and Communication
COM-101 Use of INCOSE Name & Logo
PUB-100 Publications Office
TEC-100 Technical Infrastructure
TEC-101 Sales & Distribution of Technical Products

Related Procedures, Templates, and Forms

TEC-PROC-02 Technical Products Development & Commercialization Procedure
TEC-PROC-03 Technical Products Sale and Distribution Procedures
TEC-FORM-01 Technical Product Plan (TPP) Form

SUPERSEDES: TEC-107, 26 October 2018

APPROVED BY: INCOSE Board of Directors, Remote, 24 July 2020

POLICY OWNER (RACI Responsible R): Technical Director

MAINTAINED BY (RACI Accountable A): President Elect