



## **TEC-100: Technical Operations Infrastructure – 20 April 2023**

### **Purpose**

This policy defines the structure of INCOSE Technical Operations.

### **Applicability**

The TechOps organization includes all members who are involved in Technical Operations activities such as Working Groups, Technical Operations Initiatives and the governance of each. The primary objective of the INCOSE TechOps Infrastructure is to advance world-class systems engineering through activities that relate to all facets of systems engineering across all sectors of application.

### **Abbreviations and Acronyms**

AstD: Assistant Director

BoD: Board of Directors

SE: Systems Engineering

TechOps: Technical Operations

### **Definitions**

**Technical Activities:** Any activity that falls under the responsibility of the members of INCOSE TechOps. This includes the development of Systems Engineering reference products, contributions to SE standards, assistance with SE events, contributions to promotional materials specific to a Systems Engineering topic or domain and fostering working relationships with other organizations that have similar interests.

**TechOps Matrix:** The TechOps Matrix describes the scope of TechOps activities in terms of enabling systems engineering disciplines and applications sectors. Assistant Directors are assigned specific areas within the TechOps Matrix to lead and govern. Working Groups are assigned to specific areas within the Matrix and assigned to the corresponding AstD. The TechOps Matrix can be found on the INCOSE website at <https://www.incose.org> in the Technical Operations and Working Group area.



## **Policy Content**

### ***TechOps Infrastructure***

The TechOps Infrastructure comprises the following leadership positions:

- Technical Director
- Deputy Technical Director
- Assistant Director Process Enablers
- Assistant Director Analytic Enablers
- Assistant Director Transformational Enablers
- Assistant Director Application Domains
- Assistant Director Standards Development Department
- Deputy Assistant Director Standards Development Department
- Assistant Director Technical Review
- Deputy Assistant Director Technical Review
- Internal Operations positions including:
  - Assistant Director Product Champion
  - Assistant Director Internal Operations,
  - Assistant Director Working Groups Integration,
  - Assistant Director Technical Information, and
  - Deputy Assistant Director Technical Information.
- Working Group and TechOps Initiative Chairs (including Co-Chairs)

These leadership positions shall be required to be INCOSE regular or senior members.

### ***Authority and Responsibilities***

The Technical Director is accountable for the proper implementation of this policy, the effective interactions with other areas of INCOSE, appropriate interactions with other policies, and sufficient staffing and resources required to execute this policy. Furthermore, the Technical Director has the



responsibility to process temporary deviations from this policy as needed with approval from the Executive Committee (a sub-set of the BoD).

The Assistant Directors (AstDs) within TechOps shall work to identify, prioritize and initiate technical activities within their assigned area considering the input from key stakeholders including the Technical Director, members of the BoD, other Assistant Directors, relevant TechOps members, representatives from the Corporate Advisory Board and the Industry Outreach Board.

Working Group and TechOps Initiative Chairs are assigned to specific AstDs and the corresponding area within the TechOps Matrix. These Chairs shall work to identify, prioritize, and initiate technical activities within their assigned area with primary input from the Working Group and TechOps Initiative members as well as the guidance and assistance from the assigned AstDs who represent many other stakeholders to these groups.

### ***Policy Requirements***

#### Roles & Responsibilities

- The Technical Director, who is a voting member of the BoD, shall lead the TechOps organization.
- Working Groups and TechOps Initiatives shall be part of the TechOps Infrastructure.
  - TechOps Initiatives shall be designated by the BoD and may be overseen by one of the BoD members in addition to the Technical Director.
  - Working Groups shall be overseen by one of the Assistant Directors.
  - Members of these groups shall be full members (i.e., regular, senior, or student).
  - Members of INCOSE Alliances may participate in related Working Groups and TechOps Initiatives per their collaboration agreements.
  - TechOps Initiatives may provide resources to advance the use of INCOSE products by any group (aligned with LST-100), within or outside of INCOSE, with approval by the Technical Director.
  - Exceptions to Working Group and TechOps Initiative membership requirements can be made on a case-by-case basis with approval by the Technical Director.
- The TechOps organization shall maintain descriptions of the roles and responsibilities of its members.
- Working Groups and TechOps Initiatives may send out periodic updates to and receive feedback from interested persons.

#### Methods of Appointment

- The Technical Director is appointed by the BoD on the recommendation of the President.
- The Deputy Technical Director is appointed by the BoD on the recommendation of the President.



- Other TechOps positions are appointed by the Technical Director.

#### Terms of Office

- The term of office of the Technical Director is defined in BOD-100.
- The term of office of the Deputy Technical Director is concurrent with the term of the Technical Director.
- Terms of office of other TechOps leadership are either three (3) years for positions without a deputy and two (2) years for positions that have a deputy except for the Standards Development Department leadership terms which are set at three (3) years
  - It is recommended that no more than 50% of TechOps leadership end their terms of office at the same time.
  - The term of office of the Deputy Assistant Director shall be concurrent with the term of the Assistant Director.
  - TechOps Assistant Directors appointed for three (3) years may be appointed for a second full term.

#### TechOps Matrix

- TechOps Matrix shall be maintained by the TechOps organization.
  - TechOps Matrix shall be posted on the INCOSE web site.
- The TechOps Matrix Enablers (rows) and Application Sectors (columns) and the Working Groups associated with each will evolve over time to meet the changing needs of INCOSE.

#### Related Policies

BOD-100 Board of Directors: Defines the appointment of the Technical Director

**SUPERSEDES:** Previous TEC-100 dated 29 Jan 2023

**APPROVED BY:** INCOSE Board of Directors, Q2 BoD Meeting, Virtual, 20 April 2023

**MAINTAINED BY: (RACI Responsible R):** Technical Director

**POLICY OWNER: (RACI Accountable A):** President-Elect