

TEC-PROC-01: INCOSE Technical Operations Working Group Creation & Retirement Procedures

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Foreword

The Technical Operations Leadership (Director and Deputy Director) of the International Council on Systems Engineering (INCOSE) has developed a process for the creation and retirement of technical working groups. The procedures are described in this document.

Document Change History

The following table identifies each version or issue of this document and provides a description of the purpose or reason for the change. Performing a document comparison between any two versions of this document can identify detailed change differences.

Version	Date	Comment
0.1	13 June 2018	Used the TechOps WG Process document as a foundation
0.2	12 August 2018	Updated to the newly approved PMC-PROC-02 format

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1.0 Scope

This section provides an overview of the process purpose and major objectives.

1.1 Purpose

The purpose of this process is to establish procedures to create, maintain, and retire an INCOSE Working Group in the Technical Operations organization.

1.2 Objectives

By following the steps of this procedures, working groups can be created, maintained, and retired in a logical and consistent manner.

2.0 Responsibilities

Tech Ops leadership (Technical Director and Deputy Technical Director) – will evaluate relevance and compliance to INCOSE strategic goals and then either approve or reject the new working group.

Working Group Chair – must be identified. The Working Group Chair will be responsible for leading the creation, maintaining, and retiring the working group. Working Group Chair turnover is allowed throughout the life of the working group with the approval of the Tech Ops Leadership.

Working Group Assistants – can be selected to support the Working Group Chair.

- **Working Group Co-Chairs:** As many as are needed to support the various duties of the Working Group Chair.
- **Working Group Advisor:** An individual(s) who was the former Working Group Chair or and individual(s) who is(are) subject matter experts in the area of the working group (INCOSE Fellows would make great Working Group Advisors).

3.0 Process Information

Approval of a new working group is predicated on the existence of an interested group of INCOSE members committed to pursuing a project or product which is relevant and is in line with INCOSE strategic goals. This enthusiastic group of people will support the new working group with contributed time and effort.

The procedure for establishing and retiring a working group are highlighted here. Details will be in sections 5-7.

Working Group Initiation Phase

- STEP 1 – Draft a Working Group Charter
- STEP 2 – Select a Working Group Chair(s)
- STEP 3 – Request Submission
- STEP 4 – Review
- STEP 5 – Evaluation
- STEP 6 – Tech Ops Support
- STEP 7 – Administration Support

Working Group Active Phase

- Working Group Chair Quick Guide
- Admin Contacts
- Resources Available
- Working Group Leadership Changes
- Working Groups Remaining in Good Standing

Working Group Dormant / Inactive Phase

- Dormant / Inactive Reasons
- Administrative Office Actions

3.1 Inputs / Outputs

3.1.1 Inputs

Working Group Creation – The inputs to propose a new working group are an idea / topic and an energetic individual(s) to follow the procedures / lead the working group if approved.

Working Group Retirement – The following are potential inputs to retire an INCOSE working group:

- No Working Group Chair (Co-Chairs) for responsibility for the group,
- Minimal to no attendance at all scheduled WG sessions at the annual workshop,
- Minimal to no activity on the working group's collaboration site,
- No projects related to the working group topic being worked on, and
- Minimal to no presentations related to WG topic at the annual symposium.

3.1.2 Outputs

Working Group Creation – The outputs to this process in an active, additional working group in the INCOSE Tech Ops organization.

Working Group Retirement – When a working group is retired, the administrative office will:

- Update website chair listing by removing retired working group chair,
- Role updated for administration of WG in WG/Committee administration area in Profile Home,
- E-mail removed from TechOps and AD reflectors in Self Distribution Lists,
- Ownership of Connect site cleared – SharePoint Committee, and
- Updates TechOps Leadership tracking sheet.

3.2 Constraints / Rules

None

3.3 Enablers

None

4.0 Working Group Initiation Phase

To officially request a new INCOSE Working Group, there are preparation, review and evaluation, and set-up phases.

4.1 Tech Ops Working Group Chair Quick Guide

Before considering requesting a new working group in INCOSE, it is recommended to review the Technical Operations Working Group (WG) Chair Quick Guide. In that guide information is provided on:

- The INCOSE Strategic Objectives
- The INCOSE Organizational Structure
- Resources available as a WG Chair
- Key Responsibilities
- Technical Operations Business Rhythm
- Tips, tricks, and best practices for the WG Chair
- Working Group relationships
- Lifecycle of Working Groups and products

4.2 Working Group Preparation Phase

After reviewing the Tech Ops Working Group Chair Quick Guide and it is decided to propose a new INCOSE working group, the following are the initial steps in the procedure:

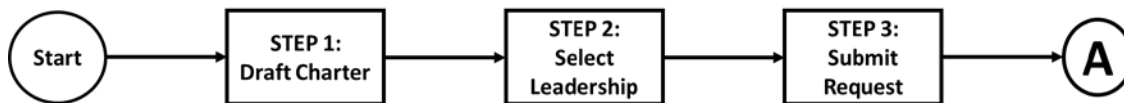


Figure 5-1: WG Preparation Phase

STEP 1: Draft a WG Charter

Using TEC-TEMP-01 Charter Template, draft the initial charter for the new working group. You will provide information in the following areas in your charter:

1. Purpose of the WG
2. Goal(s)
3. Scope
4. Skills and Expertise Required
5. Outcomes (Products / Services)
6. Approach
7. Measures of Success
8. Resource Requirements
9. Duration
10. Approval

STEP 2: Select a Chair(s)

The group should select a Chair or group of Co-Chairs for effective leadership of the new working group. Then use TEC-TEMP-02 INCOSE Working Group Leadership Addendum with the proposed leadership for the new working group.

STEP 3: Request Submission

Working Group to notify Tech Ops Directors of a proposed new INCOSE Technical Operation Working Group. The prospective group members will submit a proposal with a proposed charter (using TEC-TEMP-01), proposed leadership (using TEC-TEMP-02), justification for an identity separate from current working groups, and analysis of the impact on current working group.

In addition, the prospective group members should send the completed charter to charters@incose.org.

4.3 Tech Ops Leadership Review Phase

Next, the Tech Ops Leadership will review the proposal.

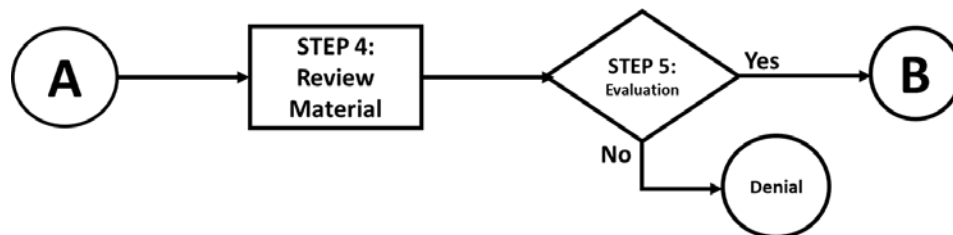


Figure 5-2: Tech Ops Leadership Review Phase

STEP 4: Review

The Tech Ops Leadership reviews the proposal. If there are comments or questions, the Tech Ops Leadership will inform the prospective WG Leadership.

STEP 5: Evaluation

If the request to establish a new working group is denied, then the Tech Ops Leadership will inform the prospective working group leadership with specific reasons for the denial.

If the request to establish a new working group is approved, then the Tech Ops Leadership will inform the prospective working group leadership and request the Operations Manager tailor Working Group Chair Confirmation letter for the new Chair from the Technical Operations Director.

4.4 Working Group Set-Up Phase

The final phase in initiation is setting up for the new working group.

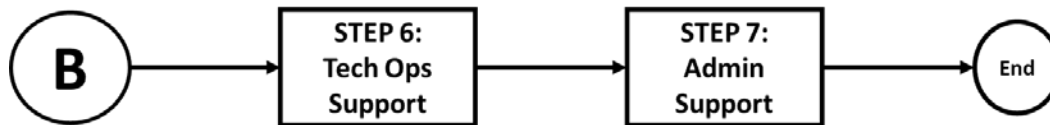


Figure 5-3: WG Set-Up Phase

STEP 6: Tech Ops Support

The Director of Technical Operations will allocate the new working group to one of the Tech Ops Domains / Sectors and will inform the corresponding Assistant Director about the new working group.

The assigned Assistant Director will assist in budget preparation / approval and information as needed.

STEP 7: Admin Support

Admin will set up the new working group infrastructure:

- INCOSE Connect site for the group to begin collaborating. (Ownership of the Connect site is the SharePoint Committee),
- Add the new working group contact to the TechOps Reflector, and
- Invite to monthly meetings of WG Chairs.

The Admin Office will also:

- Update the website chair listing,
- Update the approved charter on the website,
- Update the role for administration of the working group in the WG/Committee administration area in the profile home,
- Add e-mail to the Assistant Director reflector in Self Distribution Lists,
- Update TechOps Leadership tracking sheet, and
- Send Doodle poll to coordinate orientation meeting with the leads.

5.0 Working Group Active

Active working groups (WG) have regular meetings, create products, update charters, and change leadership.

5.1 Tech Ops Working Group Chair Quick Guide

As mentioned in section 2.1, the Tech Ops Working Group Chair quick guide has an overview of the Tech Ops business rhythm, relationships to other working groups, best practices, responsibilities, and the working group & product lifecycles.

This section has information on resources available and changing leadership to use while the working group is active.

5.2 Admin Office Contacts

The following are the working group's contacts for the INCOSE Admin Office:

- Christine – Operations: christine@univmgmt.com
- Danni – GlobalMeet Request Follow Up: danni@univmgmt.com
- Help: helpdesk@incose.org

5.3 Resources Available

The following are resources available for active working groups:

- WG Charter Template
- WG TPP (Technical Program Plan)
- WG Care Package
- Webpage – Can self-administer webpage
- Connect WG Collaboration Site
- GlobalMeet Resources: Request Form:
<https://connect.incose.org/help/WebinarServices/Pages/Home.aspx>
- Working Group Members List in Profile Home – see Help Guide
- Mailing list reflector for WG news, updates, etc.
- On-site Meeting opportunities at IW and IS for WG planning to meet at event if Meeting Room Request form submitted for event.
- Budget if requested at end of year for upcoming year and approved in overall INCOSE budget process – AD can advise and would approve.

5.4 Working Group Leadership Changes

There will be times when there will be leadership changes while a working group is active. When there are changes, the working will update their Working Group Leadership Addendum and submit to the Tech Ops Leadership.

The Tech Ops Leadership and assigned Assistant Director will review. When approved, the actions are the same when establishing a new working group:

- The Admin Office will:
 - o Update website chair listing,
 - o Role updated for administration of WG in WG/Committee administration area in Profile Home,
 - o E-mail added to TechOps and AD reflectors in Self Distribution Lists,
 - o Ownership of Connect site given – SharePoint Committee, and
 - o Updates TechOps Leadership tracking sheet.
- Prepare confirmation letter (using TEC-TEMP-03) for new Chair from Tech Director
- Doodle Poll sent to coordinate orientation meeting with new leaders

5.5 Working Groups Remaining in Good Standing

To remain in good standing, a new working group must have:

- Topical content adequate, appropriate systems engineering, and no overlap with another working group,
- A capable Working Group Chair (Co-Chairs) to assume responsibility for the group,
- Active attendance at all scheduled WG sessions at the annual workshop,
- Activity on the working group's collaboration site,
- Working on projects related to the working group topic, and
- (Recommended) Presentations related to WG topic at the annual symposium.

6.0 Working Group Dormant / Inactive

6.1 Dormant / Inactive Reasons

If the working group becomes dormant / inactive from any of the following reasons, it may be a sufficient reason for the Tech Ops Leadership to discontinue or retire the working group.

- No Working Group Chair (Co-Chairs) for responsibility for the group,
- Minimal to no attendance at all scheduled WG sessions at the annual workshop,
- Minimal to no activity on the working group's collaboration site,
- No projects related to the working group topic being worked on, and
- Minimal to no presentations related to WG topic at the annual symposium.

6.2 Administrative Office Actions

If dormant / inactive, the Administrative Office will:

- Update website chair listing by removing retired working group chair,
- Role updated for administration of WG in WG/Committee administration area in Profile Home,
- E-mail removed from TechOps and AD reflectors in Self Distribution Lists,
- Ownership of Connect site cleared – SharePoint Committee, and
- Updates TechOps Leadership tracking sheet.

REFERENCES

REF-1 INCOSE Policies

There are no INCOSE policies related to this procedure.

REF-2 INCOSE Procedures, Templates, and Forms

The following templates will be referred to or used while following the process in creating a new working group:

- TEC-TEMP-01 INCOSE Working Group Charter
- TEC-TEMP-02 INCOSE Working Group Leadership Addendum

REF-3 Other References

The following other documents will be referred to or used while following the process in creating the working group:

- Tech Ops Working Group Chair Quick Guide
- Working Group Chair Confirmation Letter