



# INCOSE Human Systems Integration Working Group Charter

## 1 PURPOSE

The purpose of the INCOSE HSIWG is to facilitate embedding Human Systems Integration (HSI) within Systems Engineering, promoting the benefit of placing the proper focus on the role of people in the development and operation of systems. HSI is defined as the interdisciplinary technical and management processes for integrating human considerations within and across all system elements; an essential enabler to systems engineering practice. The HSIWG will collaborate with other INCOSE working groups, other professional societies, commercial and industry committees, government organizations, and academic institutions internationally to achieve this purpose.

## 2 GOAL

The goal of the INCOSE HSIWG is to see HSI embedded in Systems Engineering practices, leading to the efficient delivery of effective and affordable systems.

## 3 SCOPE

The working group will address the definition and development of specific tools, techniques and practices that promote the inclusion of human capabilities and limitations in systems engineering activities throughout the acquisition life-cycle.

## 4 SKILLS AND EXPERTISE REQUIRED

HSIWG projects will require diverse skills sets including experience and knowledge of systems engineering practice, human systems integration technical domains practice, and other technical domains including industrial applications of engineering, science, and art. The current membership holds all the currently identified required knowledge, skills, and abilities.

## 5 MEMBERS, ROLES AND RESPONSIBILITIES

List the names of members and briefly describe their responsibilities.

- Co-Chairs (currently Ajoy Muralidhar and Jen Narkevicius)
  - o Manage the affairs of the working group, subject to the specific conditions of the by-laws
  - o Lead the WG for two years, subject to the specific conditions of the by-laws
  - o Oversee activities which serve the HSIWG goals
  - o Present an annual budget to INCOSE leadership
  - o Coordinate HSIWG activities
  - o Plan, compose agenda, and conduct meetings
  - o Coordinate with other INCOSE working group, other professional societies, commercial and industry committees, government organizations, and academic institutions
  - o Appoint project leads



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- Represent the working group in the INCOSE organization
- Execute other activities necessary to further HSIWG goals
- Secretary (currently Tamara Valinoto)
  - Distribute a proposed agenda prior to each meeting and prepare minutes of all meetings of the HSIWG
  - Maintain all permanent records
  - Provide support to communications between the HSIWG officers and the working group membership, between HSIWG officers and other professional societies and organizations, and between the HSIWG officers and INCOSE leadership, administration and organizational bodies
  - Maintain lists of Members as well as contact information on interested colleagues
- Webmaster (currently Teresa Alley)
  - Develop, maintain and extend webpages representing HSIWG information and activities
  - Post HSIWG meeting minutes and other relevant materials of interest to the membership in a timely manner at the direction of the Co-Chairs

## 6 OUTCOMES (PRODUCTS/SERVICES)

Currently identified projects:

- Wiki/Thesaurus – T Alley PL
- Commercial Technical Process Walkthrough – Transportation – J Narkevicius PL
- Defense Technical Process Walkthrough – UAS – J Narkevicius PL
- Tools definition and alignment – J Narkevicius, PL
- Core Competencies – S Nemmers, PL
- HSI Questions for SE Certification Exam – M Mueller, PL

## 7 APPROACH

The HSIWG general approach to conduct and project definition is defined in the HSIWG by-laws (see attached).

## 8 MEASURES OF SUCCESS

Measures of success for the HSIWG continue to develop. Currently defined measures include:

- Size of membership
- Number of products under development (as defined by individual TPP's)
- Number of products delivered

## 9 RESOURCE REQUIREMENTS

Current resource requirements are focused on member work time. Annual budgets may reflect small expenditures as PLs develop and execute TPP and will be reflected in budget submissions.



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Communications support may be required to support meetings and will be reflected in individual TTPs.

If resources outside INCOSE are required, define these resources and the proposed method to secure attainment (e.g. MOU/MOA).

## 10 DURATION

No end date is currently planned therefore this Charter will remain in effect until rescinded by the signatory.

## 11 SIGNATURES

Jennifer McGovern Narkevicius, Co-Chair

Date 31 May 2010

### 1<sup>st</sup> Level of Approval

Date August 23, 2011

Technical Director, INCOSE

**2<sup>nd</sup> Level of Approval** (Note this will be added by the INCOSE Technical Director when deemed appropriate.)

Chairman, INCOSE Board of Directors

Date

## Revision History

<u>Date</u>	<u>Revision</u>	<u>Description</u>	<u>Author</u>
	1.0	Initial Draft.	