INCOSE SE Tools Database Working Group Charter

1 PURPOSE

To work with the INCOSE Technical Operations Leadership, INCOSE Working Groups, and INCOSE IT to provide and maintain a Systems Engineering Tools Database (SETDB) as a resource for members search for and obtain tool information for tool selection to support their business process.

2 GOAL

To provide the systems engineering community a reliable source of information about tools they are using or wish to use while executing their business processes in the product lifecycle.

To provide information about tools in defined categories consistent with executing the processes defined in ISO 15288:2015 (as well as subsequent updated versions) and the systems engineering processes defined in the 4th Edition (and subsequent editions) of the INCOSE Systems Engineering Handbook.

To provide the development leadership and management of the SETDB in co-operation with the supporting INCOSE Working Groups to support the development and maintenance of SETDB operations.

3 SCOPE

The Systems Engineering Tools Database Working Group (SETDB WG) will develop and maintain a Systems Engineering Tools Database application on the INCOSE Website. The SETDB WG will collaborate with the INCOSE Working Groups to develop Tool Surveys that will be used to capture tool information from vendors and work with the appropriate INCOSE Working Group to maintain the information with up-to-date tool data for the functional categories. INCOSE IT will implement the SETDB on the INCOSE Website.

4 SKILLS AND EXPERTISE REQUIRED

The SETDB WG will utilize the skills and expertise of the INCOSE membership, Website Service providers and the professional staff of Project Performance International (PPI) to define, develop and maintain the SETDB. PPI is an INCOSE CAB member and is collaborating with INCOSE to develop the SE Tools Database Website under a separate Memorandum of Understanding.

5 OUTCOMES (PRODUCTS/SERVICES)

The SETDB WG has the following planned work items:

1. Review and analyze the historical Systems Engineering Tools Database documentation

2. Initiate the design of Next Generation Tools Database including stakeholder identification, functional analysis, and dialogue with the supporting working groups responsible for their appropriate tool categories.

3. In collaboration with Product Performance International (PPI) define and design the INCOSE Systems Engineering Tools Database.

4. Generate all supporting system documentation and plans and maintain them on INCOSE CONNECT. Submit key documentation to the leadership and product oversight committees for review.

5. The SETDB WG will assist INCOSE IT with the administration and maintenance of the SETDB Website and contents.

6   APPROACH

The general approach that will guide the SETDB WG includes the following:

- Meeting frequency of the SETDB WG: Every IW and IS event and weekly virtual project meetings.

- Decision making:
  - o Daily decisions will be made by the Chair and Co-chairs of the working group and the STEDB Project Team leadership.
  - o Decisions involving infrastructure, business cases, MOU and TPP changes or risk will be made by Technical Operations Director and other appropriate INCOSE and PPI executives.

- Accountability: the STEDB Working Group Chair and Co-chairs are accountable for the actions of the working group.

- Communications: the SETDB will utilize the INCOSE and PPI communication resources, tools, websites and newsletters in accordance with INCOSE and PPI communication policies and procedures.

7   MEASURES OF SUCCESS

The SETDB WG's overall measures of success include the following:
- Currency and relevance of the database
- The number of tools in the database
- The number of issues submitted and resolved
- The number of active hits of the SE Tools Database on the INCOSE website

8   RESOURCE REQUIREMENTS

Overall resources required for the SETDB WG to attain success are the following:
- Personnel: need to keep working group membership active and strong
- Technical Resources: Supporting development software maybe required
- Funding: may require some funding to make changes to databases

9   DURATION

This Charter will remain in effect until rescinded by the INCOSE Technical Director.

10 APPROVAL (INCLUDE MEMBER ROLES & RESPONSIBILITIES IN ADDENDUM)

Technical Director, INCOSE   Date

<u>Revision History</u>

Date	Revision	Description	Author
11/01/2019	1.0	Initial Version. Incorporated change recommendations to reform the tools database working group.	John Nallon
14 Feb 2020	2.0	Updated to match the INCOSE WG Charter template and moved the Roles and Responsibilities section to an Addendum document.	Chris Hoffman