

# Wireless Innovation Forum Development Process

11 February 2016

# What is covered in this section

**Project Initiation**

**Document Development**

**Project Tracking**

**Voting Rights**

**Configuration Management**

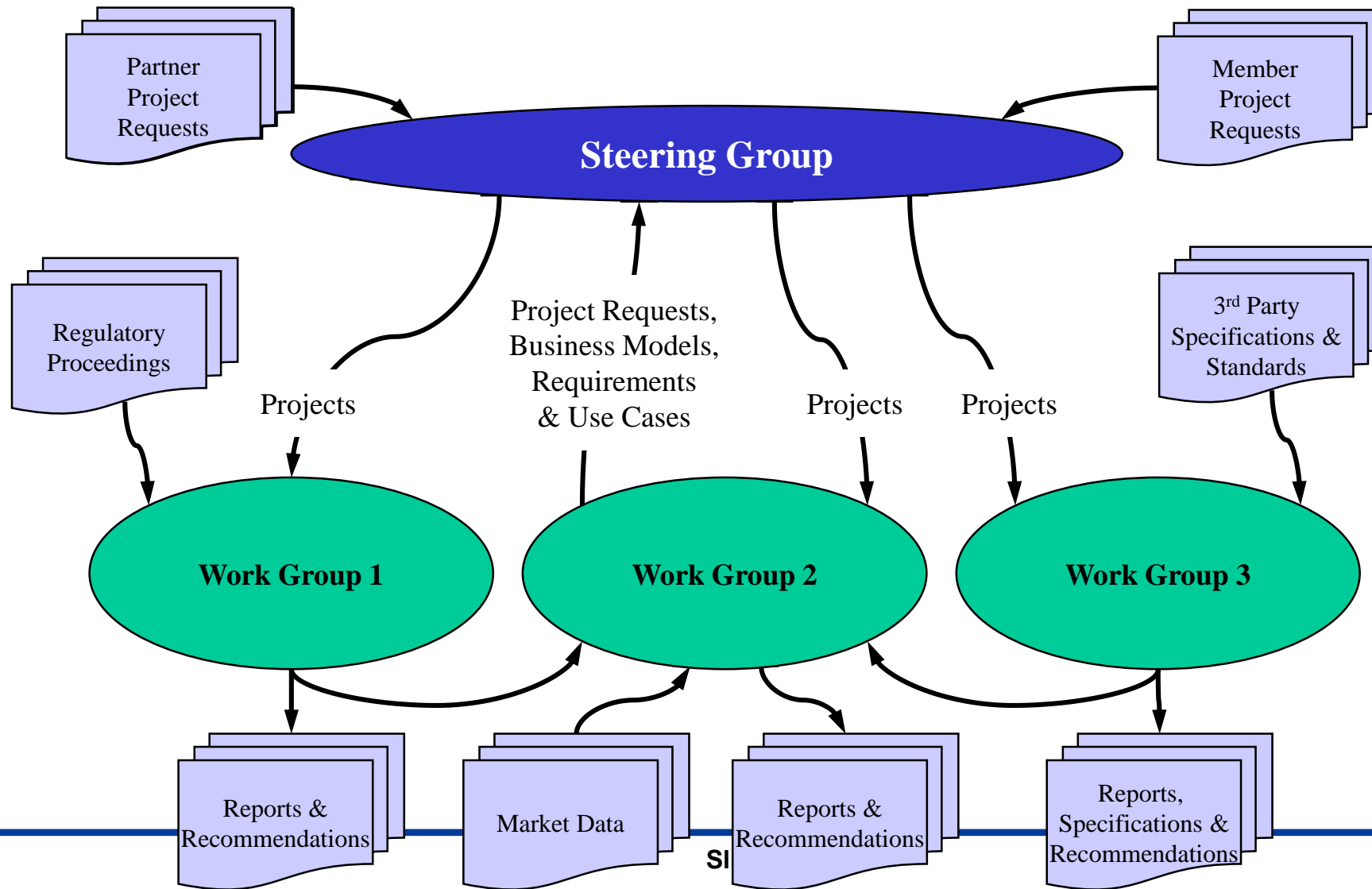
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**SDR Forum Policy 002**

# PROJECT INITIATION

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# “Projects” in the Forum are Initiated through the Committee Steering Group (SG)



# What is a “Project”

**A project is defined in the Strategic Plan as “an activity within a committee that develops a Forum Report, a Forum Recommendation or a Forum Specification.”**

**A proposal must be submitted to the SG and approved:**

- when a new project is initiated, or
- when an existing project’s scope or milestone dates change sufficiently that the approved project description becomes inaccurate.

**A project that does not gain SG approval, or that loses approval due to failure to meet conditions established by the SG, will not be supported by Forum resources (meeting rooms, email reflectors, publicity, staff time, etc.) and is not eligible for committee-level or forum-level ballot.**

# Key players in the project approval process

**Project Champion – Representative of a member organization who wishes to initiate a project**

**SG Representative – Person on the SG assigned to help the Project Champion in preparing the proposal and gaining approval**

# The Process Typically Occurs in 4 Stages

## Project Proposal introduction

- Project Champion contacts the Steering Group with project title and states intent to propose project.
- SG assigns a disposition date for the proposal.
- SG assigns a representative to the proposal.

## Proposal Preparation

- Champion prepares the proposal with the help of the SG representative.
- Champion builds team of committed contributors
  - All persons listed as committed contributors in the proposal must approve it before submission.
- The proposal is due to the SG chair 2 weeks before the disposition date.

## Proposal Consideration

## Proposal Disposition

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# What is Considered in Evaluating a Proposal

**Is the proposal well defined**

**What is the expected impact of the proposed project**

**What is the probability of success**

**What will be the impact of this project on other projects within the Forum**

**Is there evidence of committed participation by Forum members**

**Is the project relevant to the Forum's Strategic Plan**



# Proposal Distribution

**SG discusses and votes for one of the following options.**

- Approval
- Approval contingent on specified conditions
- Request for modification and resubmission
- Disapproval

**Two types of conditions may be attached to a contingent approval:**

- Initiation conditions – conditions that must be met before the project can be initiated.
- Execution conditions – conditions that must be met during execution of the project.

Forum Policy 001

# DOCUMENT DEVELOPMENT PROCESS

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# Board Approved Amendments to Policy 001

## 8 September 2015

- Policy updated to allow committee level branding of Standards
- Policy change management process modified to better allow for public comment on published standards

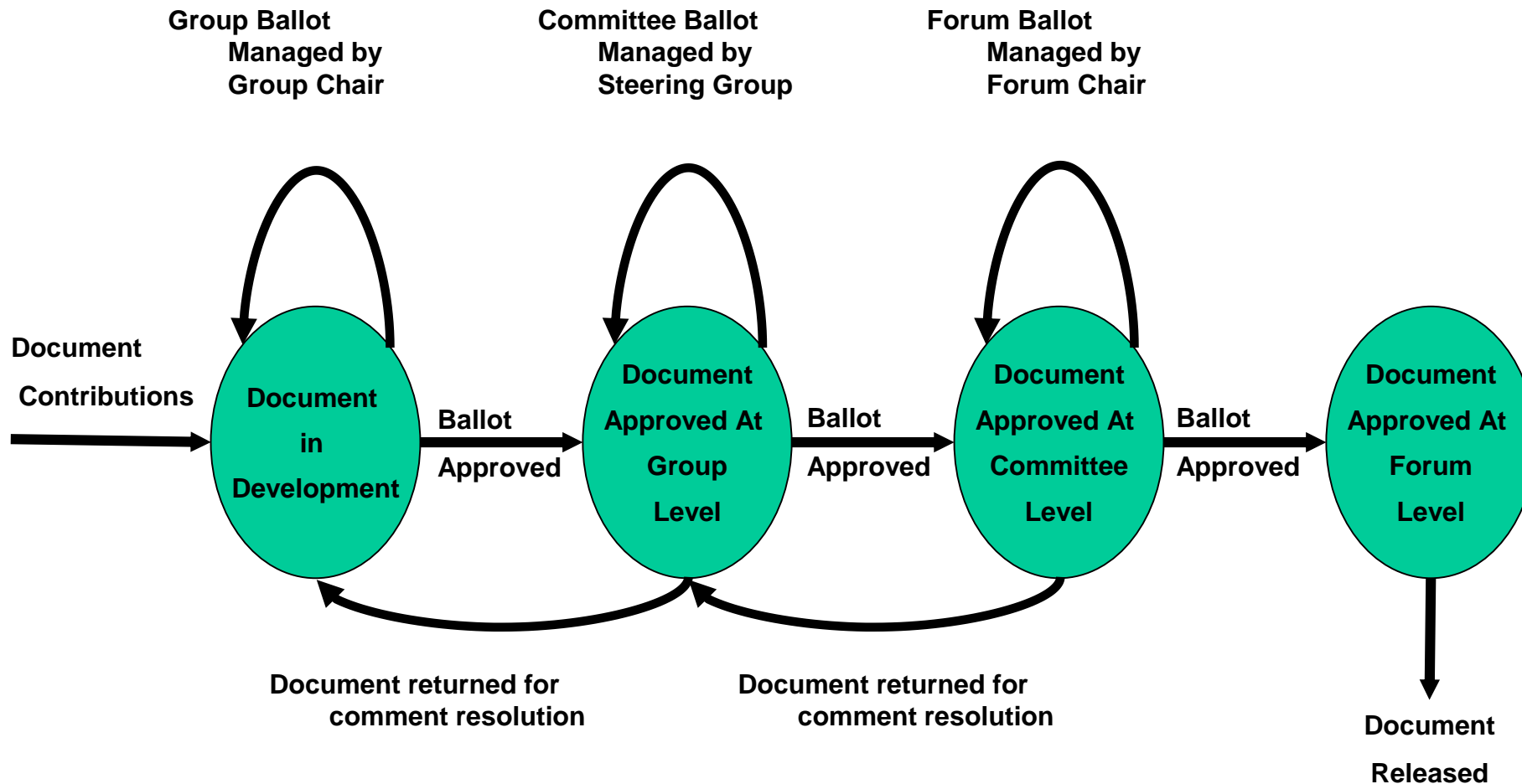
## 11 February 2016

- Policy updated to allow Forum chair to approve Fast Track filing of regulatory matters at the request of a commercialization committee steering group

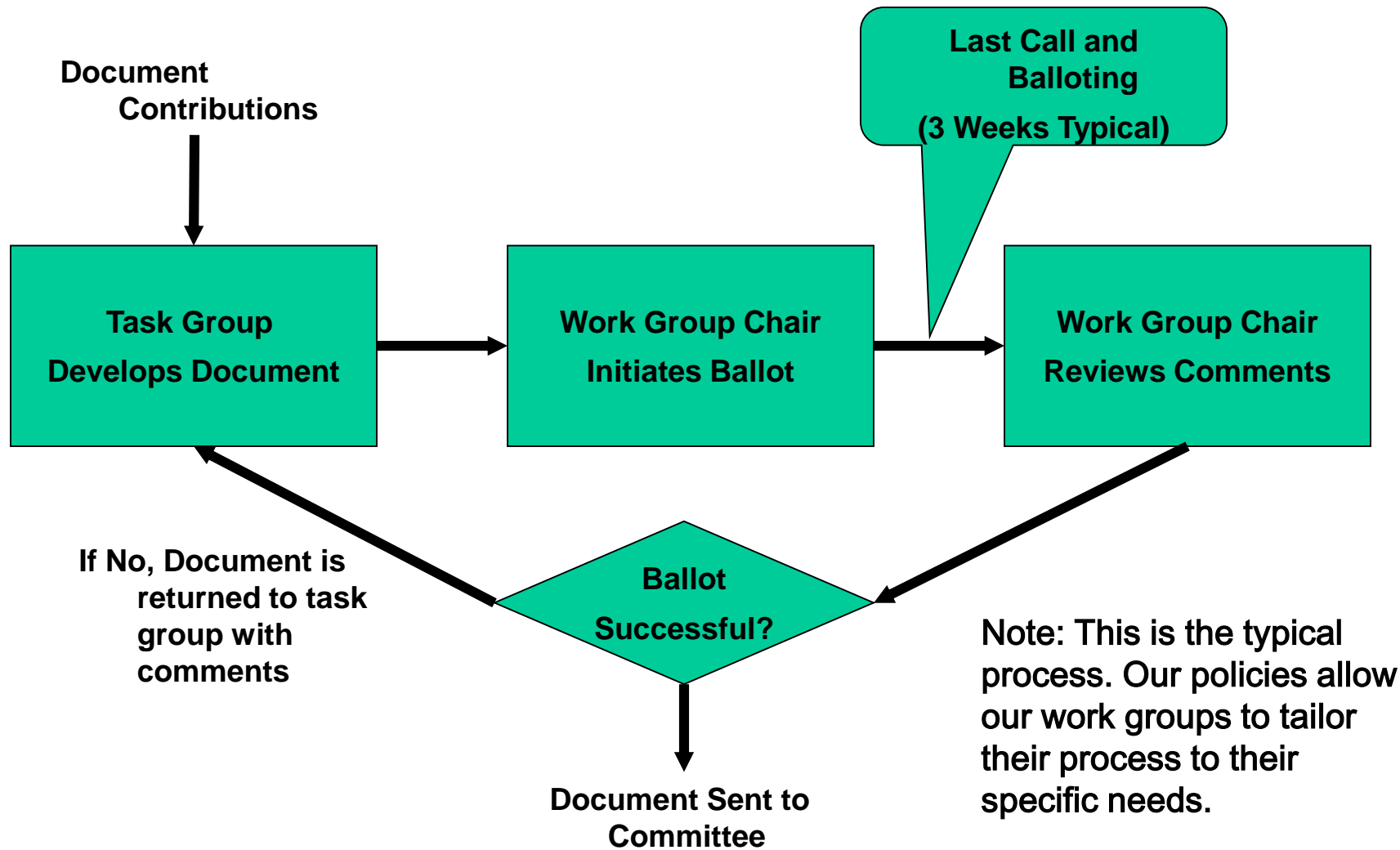
## 14 April 2016

- Policy updated to allow for an Interim Release Process

# The Development Process Occurs in 3 Stages



# “Work Group” Develops Proposed Document



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# Wireless Innovation Forum Document Types

## Specifications (S)

- Documents designed to provide an WINNF-supported definition of a specific architectural element or interface within a software defined radio system. Specifications represent voluntary standards with respect to an application or operation.

## Reports (P)

- Formally present the current state of some relevant topic with the advanced wireless community (regulations, markets, business, etc.)

## Recommendations (R)

- Documents provided by the Forum to other organizations, such as the FCC or the JPEO, to provide guidelines or opinions.

## Information (I)

- Documents that act as inputs to the Forum from member companies or other organizations, and may include reports, articles, specifications, etc. that are considered important to the Forum and its members.

## Historical (H)

- Documents that have lost their value to the Forum. They are documents that were previously determined to be Specification, Reports, or Information documents.

# Solicited Submissions

## The process supports 3 types of submission solicitations

- Request for Market Information (RMI)
- Request for Information (RFI)
- Request for Proposal (RFP)

## A Key point – RMI, RFI, and RFP's of this type do not require full Forum approval

- But they do require approval by the committee steering group

# Control Points in the Work Group Development Stage

## Control Point 1

- Submission is made by the Document Champion
- Sponsoring “Work Group” evaluates the Submission
- Submission is accepted as input in support of an approved project
- Committee Chair is notified in writing

## Control Point 2

- Project is initiated by the Sponsor Chair
- Policies and Procedures are Established
- Document is “Registered” with Publications Manager
- Document number “V0.2.0” assigned (used for new document)

## Control Point 3

- Development work complete, document is stable
- Voted for promotion by the “work group” sponsoring development
- Document number “0.3.0” assigned

## Control Point 4

- Three weeks elapsed since Last Call
- “Work Group” Chair initiates ballot
- Successful ballot at “work group” level
- Document number “0.4.0” assigned
- Document Configuration Management transferred to the Publications Manager

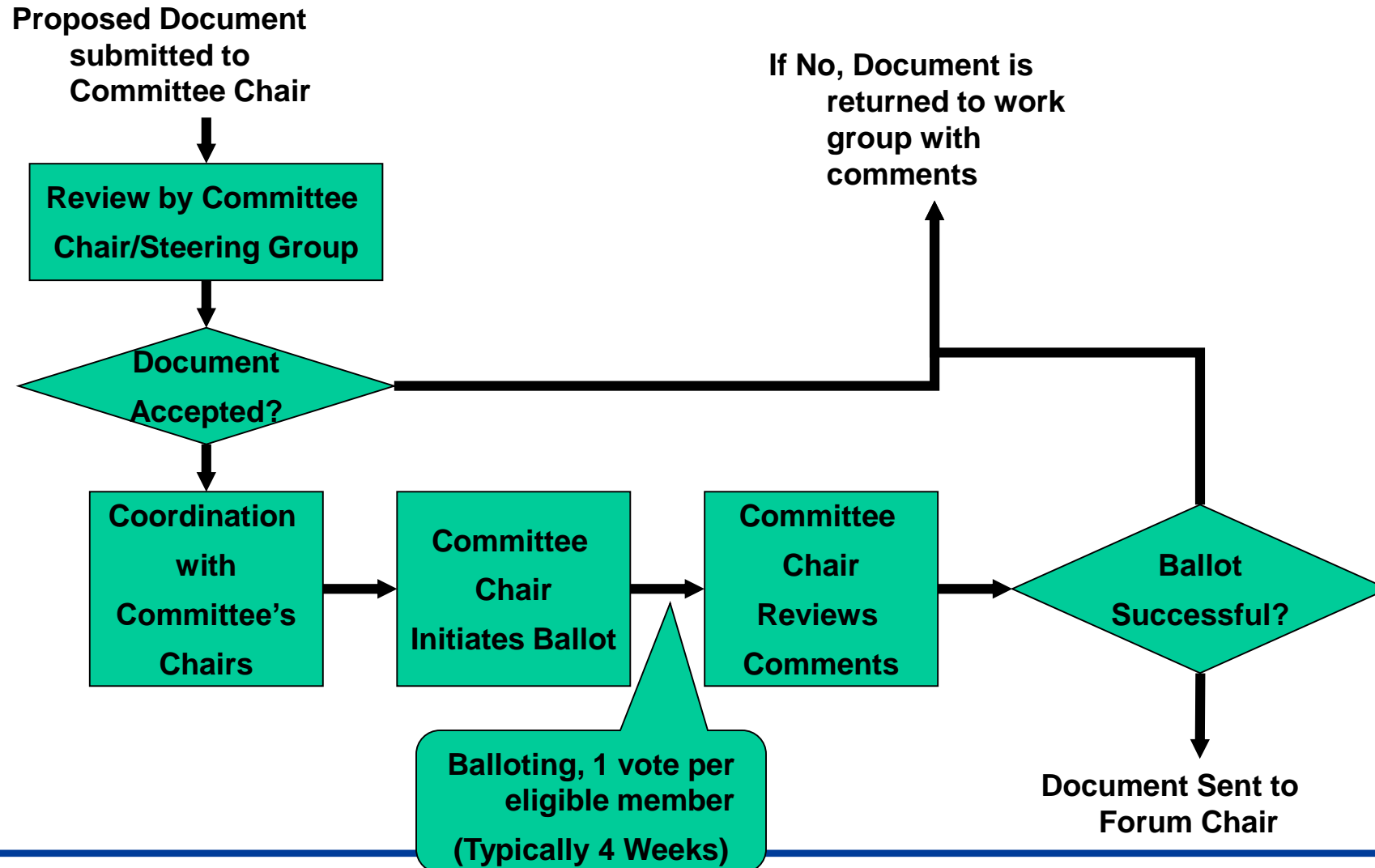


# Rights and Privileges at the Group Level

	<b>Representative of Forum Member Organizations</b>	<b>Non-Members</b>
<b>Can hold leadership position</b>	<b>Yes</b>	<b>No</b>
<b>Can participate in meetings and discussions</b>	<b>Yes</b>	<b>Yes, if invited by the group chair and approved by the steering group</b>
<b>Can make input contributions</b>	<b>Yes</b>	<b>No</b>
<b>Can vote</b>	<b>Yes, if meets eligibility requirements set by the chair/committee</b>	<b>No</b>

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# Committee Balloting and Approval



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# Control Points in the Committee Balloting Stage

## Control Point 5

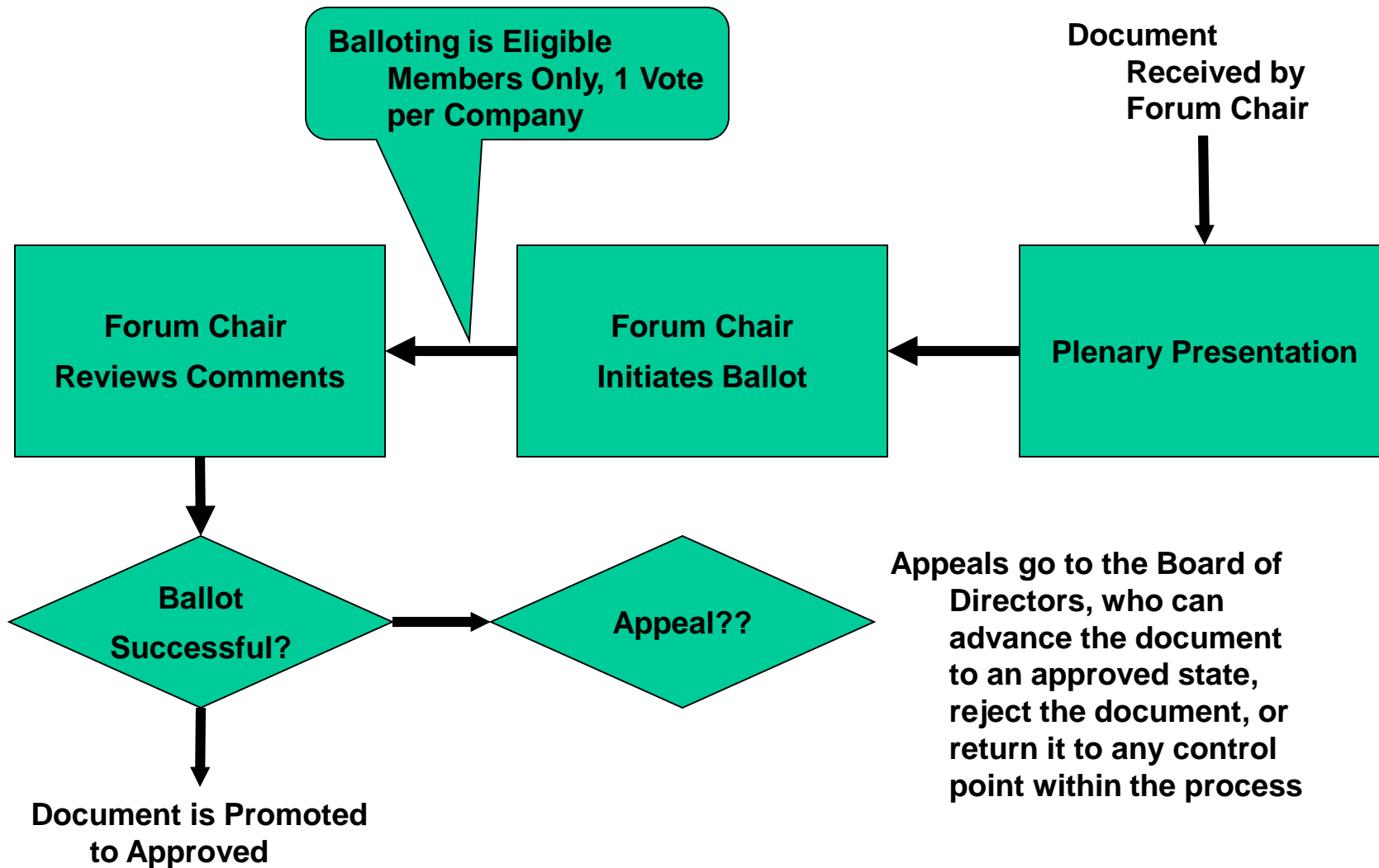
- Accepted by Committee Chair
- Document number “0.5.0” assigned

## Control Point 6

- Committee Balloting complete
- Document number “0.6.0” assigned (may not have 0’s if not a new document)
- Forum Chair notified that the document is ready for Plenary Ballot

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# WinnForum Balloting and Approval



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# Control Points in the Forum Balloting Stage

## Control Point 7

- Plenary Presentation made
- 24 hours since Last Call
- Successful Plenary ballot
- Document number “1” assigned

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# Document Numbers

## Document numbers will be in the following format: WINNF-YY-C-NNNN-V.J.K.L

- WINNF - The letters SDRF, a designator that this is an WINNF document number.
- YY - Last two digits of the year of submission.
- C - Document Category Identifier
  - I Input/Information documents
  - R Recommendations
  - H Historical documents
  - P Reports
  - S Specifications
- NNNN – Document serial number, a unique number for each year assigned by the Publications Manager
- V.J.K.L - The Version number.
  - V = the letter V
  - J = 0 until the document is first released (passes control point 7); after that, it is incremented each time it has been revised and that revision has been approved for release.
  - K = the control point the document has passed
  - L = incremented for each new draft at the current control point
  - J, K, and L are separated by a decimal point (aka period). Each J, K, and L may be single or double digits.

# Committee and Plenary Approval Requires a “Quorum”

## Section 5.6 of the bylaws states:

- One-third (1/3) of the voting power of all members shall constitute a quorum for the transaction of business at any meeting of members.

## Section 5.8 of the bylaws states that:

- If a quorum is present, the affirmative vote of the majority of the voting power present or represented at the meeting, entitled to vote and voting on any matter, shall be the act of the members.

## The Policy 001 allows for a “consensual vote” on documents

- Under a consensual vote, not voting is a vote to approve.
- Any member can direct that the Forum Chair require a quorum vote in lieu of a consensual vote, requiring a quorum of members to cast ballots.

# Issue Management and Change Requests

Following the release of revision 1 specifications, change requests will be collected from the Forum's [public issues management portal](#)

**Wireless Innovation Forum Issue Specification Issue Reporting Form**

This form enables submission of issues identified in Specifications developed under policy WIRNF Policy 001 ([http://www.wirelessinnovation.org/policies\\_and\\_procedures/](http://www.wirelessinnovation.org/policies_and_procedures/)). It supports the Forum's members and other stakeholders in providing continuous improvement in the Specifications issues.

Please feel free to consolidate issues if appropriate, but do not combine issues that are unrelated. Instead, please submit a separate form for each.

Upon completing this form, you will be issued a unique Issue Number. Please reference that number in all future correspondence.

Submitted issues may be made public, however contact information on the submitted issue will not be disclosed.

**Contact Information**

Contact Name:  Organization Name:   
Email:

**Issue/Suggestion Details**

Please select the specification from the following categories (select 1)

SDR Specifications:    
Other Specifications:

Page:  Section and Paragraph:

Issue One Line Description:

Issue Full Description (1000 Charms Max):

Issue Severity:  Critical  Major  Minor

Proposed Resolution (Optional, 1000 Charms Max):

If you need more space or wish to provide an attachment, please send to SCA-Standards@wirelessinnovation.org. Only attachments in PDF format will be accepted.

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# Committee Level Branding of WinnForum Standards

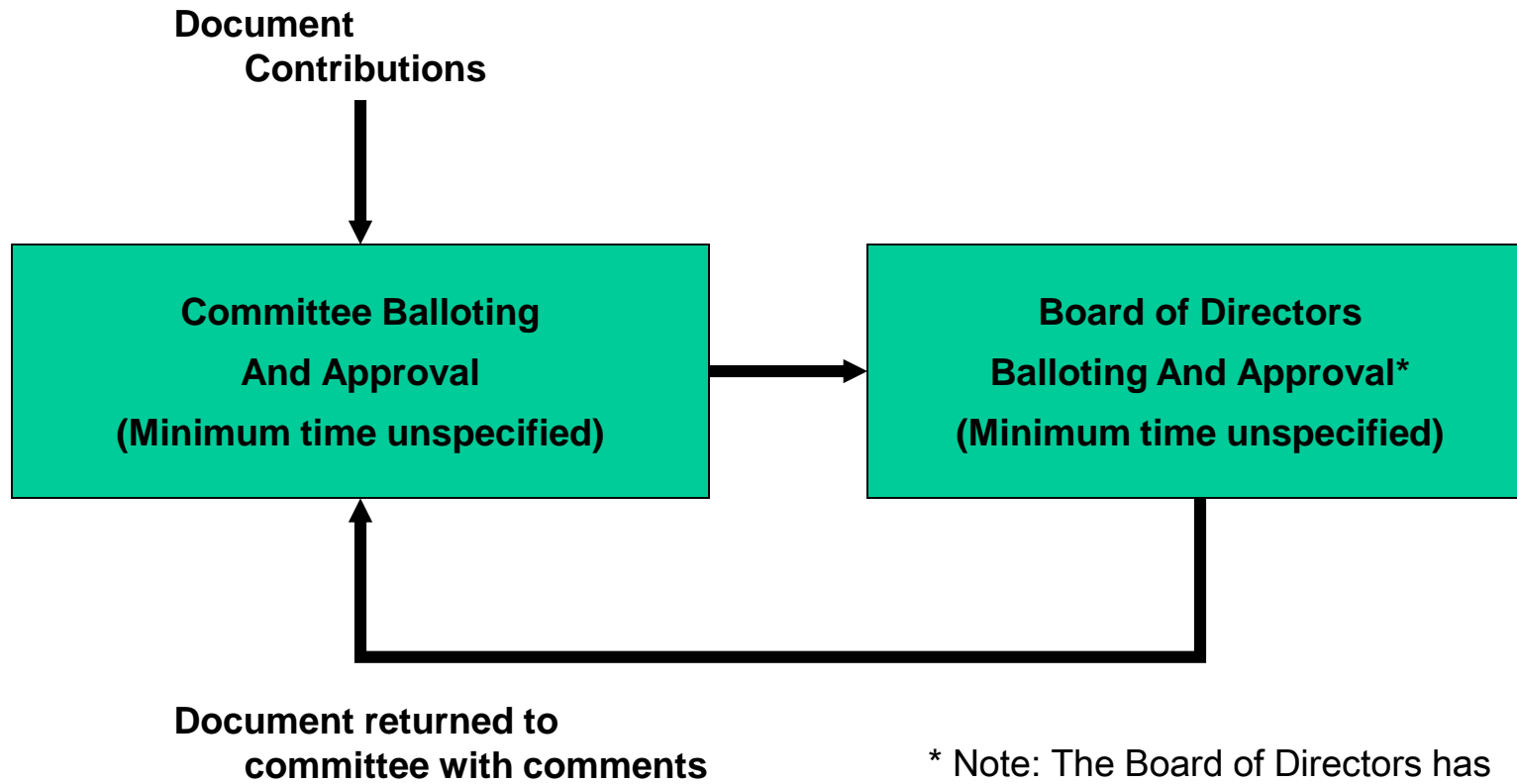
## Guidelines on use

- Every work product must include the WINNF Logo
- A committee logo/branding is allowed optionally
  - Example for PowerPoint template - replace SDR Forum version 2.0 Logo with the committee logo
  - Similar update to the document template - main logo on the cover, then the committee logo in the header or footer
  - Press releases should have the WINNF Logo, but can include a committee logo
- Brand style guidelines
  - Can build off the Wireless Innovation Forum logo or can be a unique logo, so long as it doesn't cause confusion for the main WinnForum logo
  - Must include Wireless Innovation Forum Standard or WinnForum Standard in separate text
    - Committees change, but the Forum has more longevity

# Examples

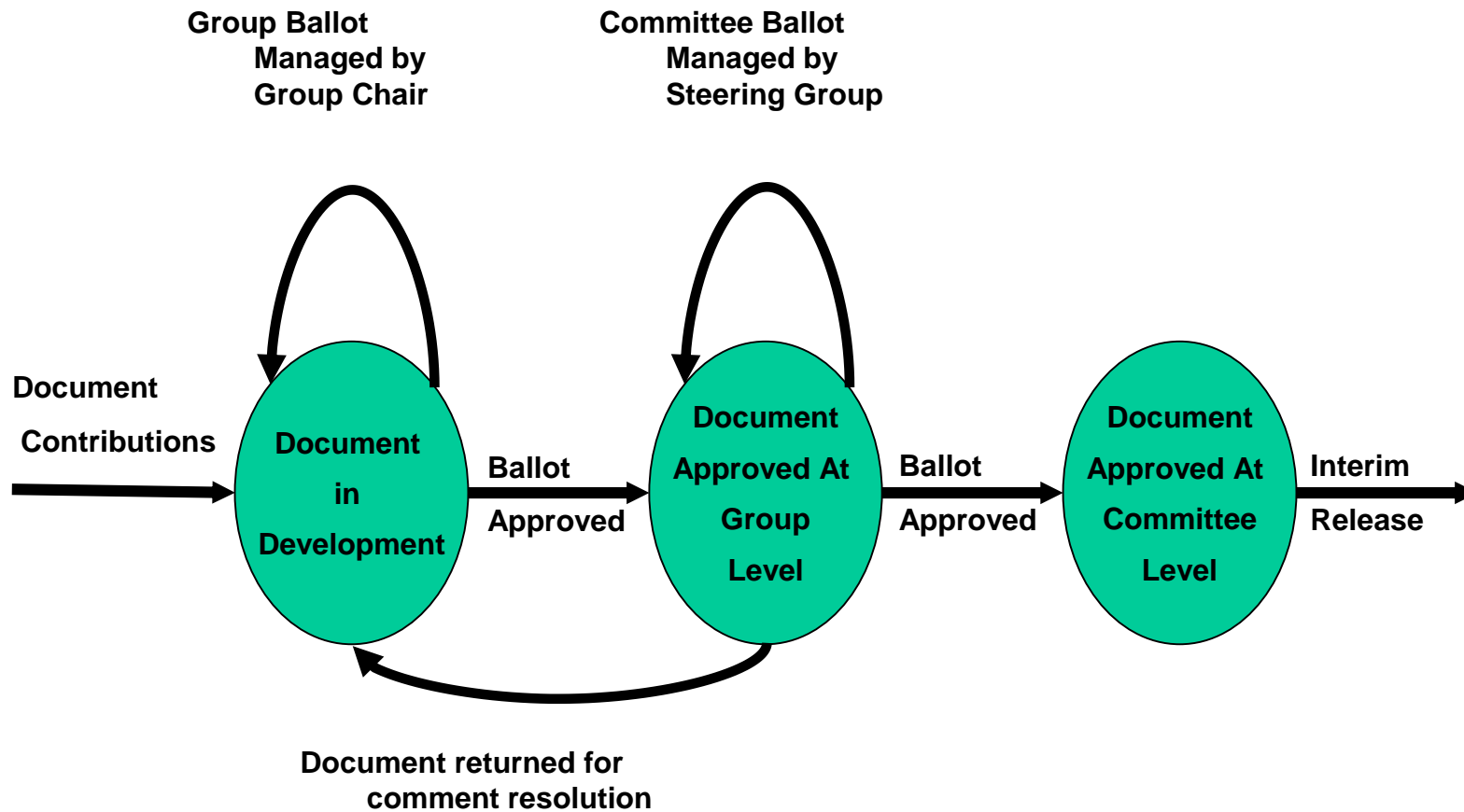


# Fast Track Process Allows Quick Turn Around on Time Critical Recommendations



\* Note: The Board of Directors has delegated responsibility for approval of regulatory filings to the Forum Chair

# Interim Release Process



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# Interim Release FAQ

## How to do the version numbers work?

- If, for example, working toward full version release WINNF-16-S-0062-V1.0.0
  - Version 0, Interim Release 1 would be WINNF-16-S-0062-V0.6.0 (IR1).
  - Version 0, Interim Release 2 would be WINNF-16-S-0062-V0.6.0 (IR2)
  - Version 0, Interim Release 3 would be WINNF-16-S-0062-V0.6.0 (IR3)
  - Etc
  - Leading to Version 1, WINNF-16-S-0062-V1.0.0 after full Forum ballot

## Is an interim release publically available?

- Decision is left to the steering group as to whether and interim release is publically available or members only.

# Infrastructure and Support

**A Go To Meeting Account will be assigned to the Committee**

**Committee Members will have access to the Forum's online collaboration portal**

- Listserv
- File Library
- News
- Calendar
- Polls
- Etc.

**Staff support will be provided as required**

- Meeting planning
- Project management
- Communications
- Outreach
- Document editing, balloting, etc.

The screenshot shows a web browser displaying the Wireless Innovation Forum website. The page is titled "Spectrum Sharing Committee Steering Group". The header includes the forum logo and navigation links. The main content area features a "Meetings for this Month" calendar, a "News" section with a "Private Group Topics" link, and a "Forum" section with a "Private Group Topics" link. The footer contains the forum logo and tagline.

M	TU	W	TH	F	SA	SU
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	