Wireless Innovation Forum
Development Process

11 February 2016
What is covered in this section

Project Initiation
Document Development
Project Tracking
Voting Rights
Configuration Management
“Projects” in the Forum are Initiated through the Committee Steering Group (SG)

**Steering Group**

- Partner Project Requests
- Regulatory Proceedings
- Project Requests, Business Models, Requirements & Use Cases
- 3rd Party Specifications & Standards

**Work Group 1**
- Reports & Recommendations

**Work Group 2**
- Market Data
- Reports & Recommendations

**Work Group 3**
- Reports, Specifications & Recommendations

**Partner Project Requests**
- Member Project Requests
- 3rd Party Specifications & Standards

**3rd Party Specifications & Standards**

**Member Project Requests**

**Projects**

**Regulatory Proceedings**

**Projects**

**Projects**

**Projects**

Driving the future of radio communications and systems worldwide.
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**
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
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
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

- **Group Ballot**: Managed by Group Chair
- **Committee Ballot**: Managed by Steering Group
- **Forum Ballot**: Managed by Forum Chair

- **Document in Development**
  - Document returned for comment resolution
- **Document Approved At Group Level**
  - Ballot Approved
  - Document returned for comment resolution
- **Document Approved At Committee Level**
  - Ballot Approved
- **Document Approved At Forum Level**
  - Document Released
“Work Group” Develops Proposed Document

1. Document Contributions
   - Task Group Develops Document

2. Work Group Chair Initiates Ballot

3. Work Group Chair Reviews Comments

4. Last Call and Balloting (3 Weeks Typical)

5. Ballot Successful?
   - If No, Document is returned to task group with comments

6. Document Sent to Committee

Note: This is the typical process. Our policies allow our work groups to tailor their process to their specific needs.
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
<table>
<thead>
<tr>
<th></th>
<th>Representative of Forum Member Organizations</th>
<th>Non-Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Can hold leadership position</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>Can participate in meetings and discussions</td>
<td>Yes</td>
<td>Yes, if invited by the group chair and approved by the steering group</td>
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<tr>
<td>Can make input contributions</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Can vote</td>
<td>Yes, if meets eligibility requirements set by the chair/committee</td>
<td>No</td>
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Committee Balloting and Approval

1. Proposed Document submitted to Committee Chair
   - Review by Committee Chair/Steering Group
   - Document Accepted?
     - Yes: Document Sent to Forum Chair
     - No: If No, Document is returned to work group with comments

2. Coordination with Committee’s Chairs
3. Committee Chair Initiates Ballot
   - Balloting, 1 vote per eligible member (Typically 4 Weeks)
   - Committee Chair Reviews Comments
   - Ballot Successful?
     - Yes: Document Sent to Forum Chair
     - No: Document is returned to work group with comments

Review by Committee Chair/Steering Group

Balloting, 1 vote per eligible member (Typically 4 Weeks)
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
WInnForum Balloting and Approval

Balloting is Eligible
Members Only, 1 Vote per Company

Forum Chair
Reviews Comments

Forum Chair
Initiates Ballot

Plenary Presentation

Document Received by
Forum Chair

Ballot Successful?

Appeal??

Appeals go to the Board of Directors, who can advance the document to an approved state, reject the document, or return it to any control point within the process

Document is Promoted to Approved
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
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 is 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.
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.
Following the release of revision 1 specifications, change requests will be collected from the Forum’s public issues management portal.
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
Fast Track Process Allows Quick Turn Around on Time Critical Recommendations

Document Contributions

Committee Balloting And Approval (Minimum time unspecified)

Board of Directors Balloting And Approval* (Minimum time unspecified)

Document returned to committee with comments

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

Document Contributions

- **Document in Development**
  - Ballot Approved
  - Committee Ballot Managed by Steering Group

- **Document Approved At Group Level**
  - Ballot Approved
  - Group Ballot Managed by Group Chair

- **Document Approved At Committee Level**
  - Interim Release

Document returned for comment resolution

Steering Group Managed Document

Group Chair Managed Document
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.
A Go To Meeting Account will be assigned to the Committee

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

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

Staff support will be provided as required

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