

Individual Project Standards Development



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IEEE-SA Standards Development Tools

Word Press Website

- Provides public access to the current working group member list, meeting information, policies and procedures

Join.me

- Free, dedicated teleconferencing software for the working group

iMeetCentral Online

- Web-based collaboration workspace to upload and share files, continue discussions via available forum, manage timeline and milestones via calendar

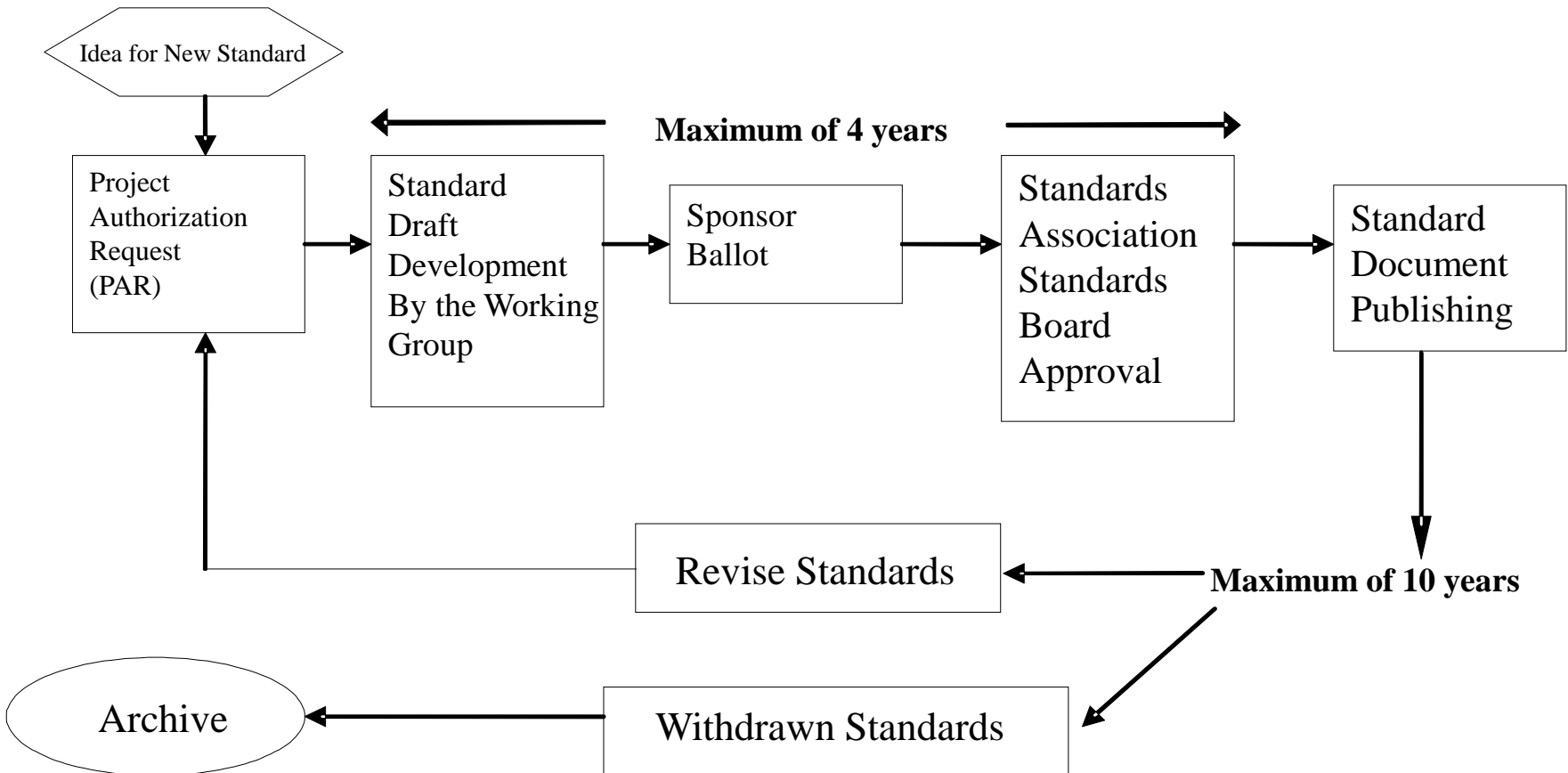
ListServ

- Public (all interested parties) and private (working group members only) e-mail distribution lists

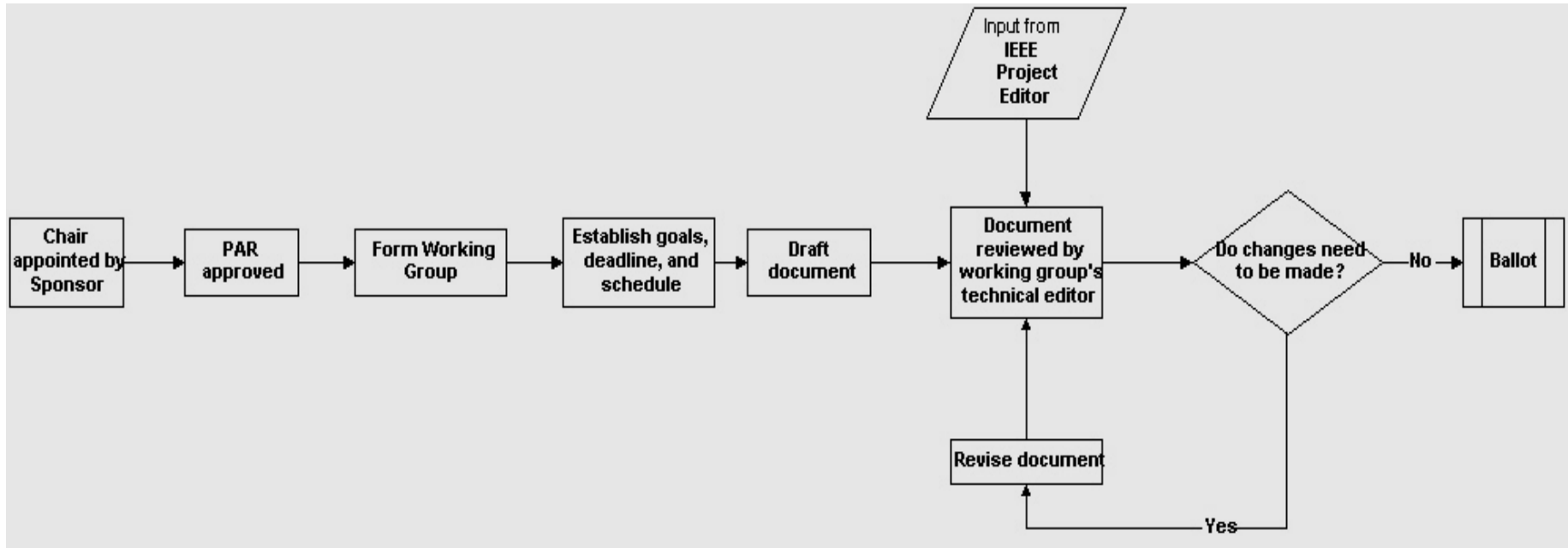
Standards Development - Phases

- PAR / Project Approval by NesCom and SASB
- Standard Draft Development
- Standard Draft Sponsor Balloting
- Standards Association Standards Board Approval
- Standard Publishing

Standards Development - Process Flow



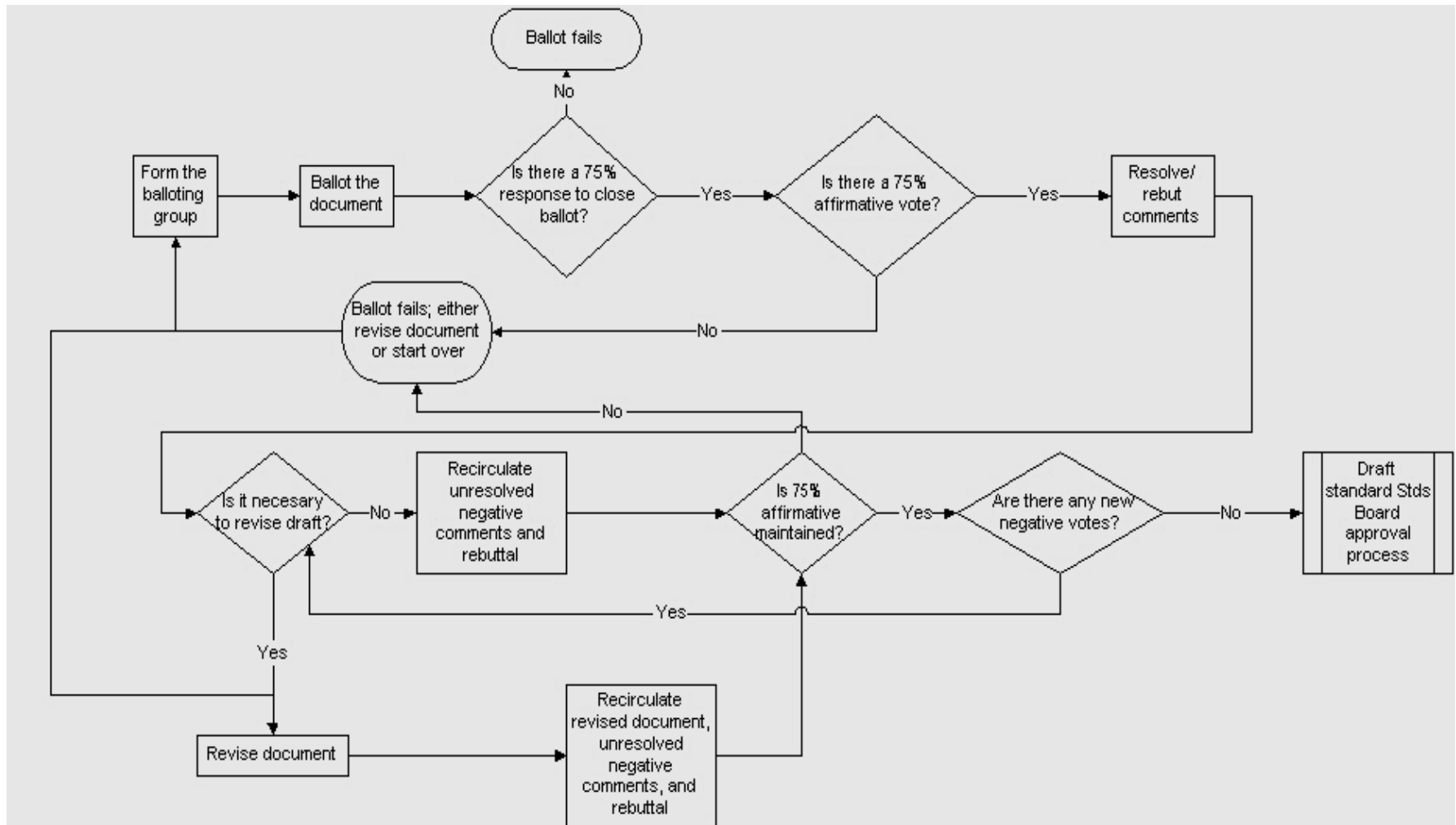
Standards Development - Draft



Standards Development – Draft Tips

- Develop an outline based on the IEEE-SA Style Manual
- Assign clause leads amongst working group members
- Avoid writing the document in meetings. Use the meeting times to discuss clause leads/assignments, draft goals and milestones, make motions and decisions, provide technical contributions
- Refer to IEEE Standards Style Manual often for document structure and utilize the current IEEE-SA draft template
- Utilization of a technical editor, to gather inputs and ensure technical consistency

Standards Development – Balloting Process



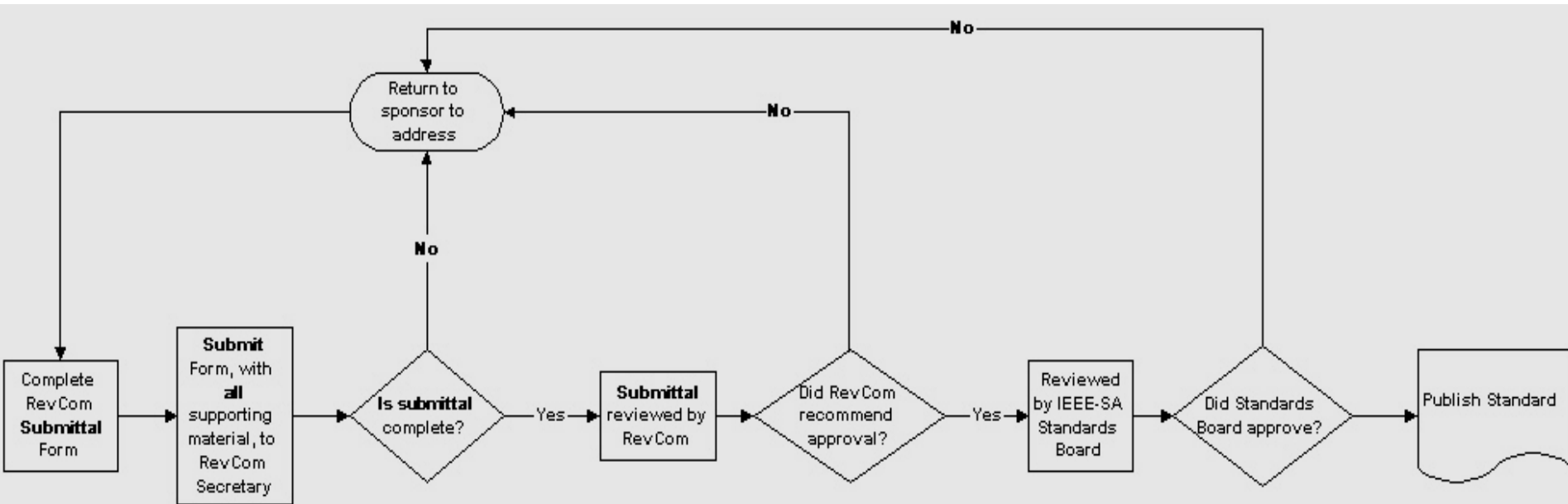
Standards Development – Ballot Invitation

- All balloting conducted within the myProject system
- Sponsor Ballot Invitation issued from myProject
 - E-mail to interested parties with information on joining the ballot, specifies responsibilities of balloters
- Ballot Pool Balance
 - No one interest category can be 33 1/3% or more
- Once balloting begins, the balloting group remains static

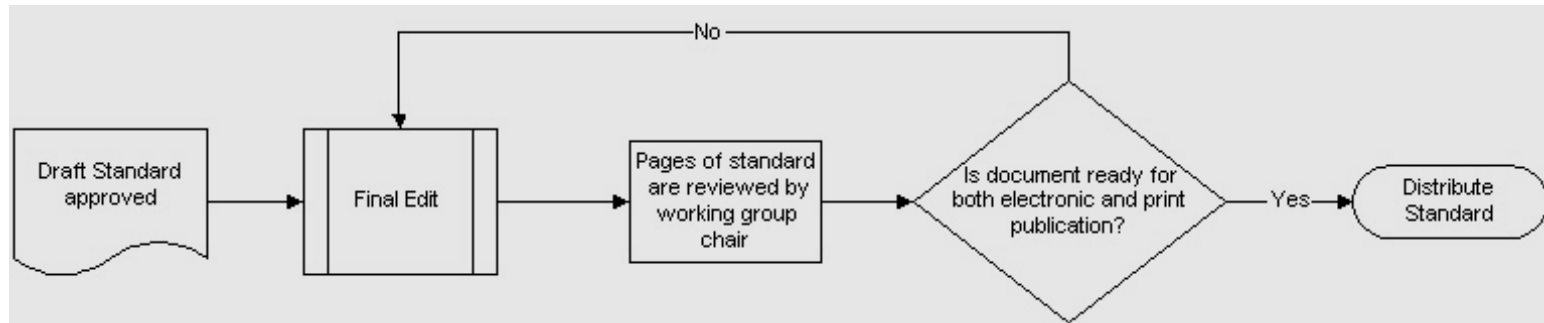
Standards Development – Ballot Results

- Response
 - Ballot requires at least 75% return
 - Ballot fails with less than 75% return
- Results
 - Requires at least 75% approval
 - Working group must review and attempt to resolve all negative ballots
 - No mandate to resolve all ballots – Accepted, Revised or Rejected
 - After consensus (75% approval) is reached, establish comments resolution
 - Recirculate revised draft and comments
- Prepare RevCom submission package
 - Show evidence of attempts to resolve each “Must Be Satisfied” comment associated to negative ballot
 - Show evidence and results of recirculation

Standards Development – Approval Process



Standards Development – Publication



- IEEE Project Editor
 - Does final copy edit of text
 - Ensures that technical integrity of document is maintained
- Formats electronic text into proofs
 - Working Group Chair review
 - Correction
 - Publication
- Complimentary copies and awards

Standards Development – Resources

- IEEE-SA Standards Board Bylaws
<http://standards.ieee.org/develop/policies/bylaws/>
- IEEE-SA Standards Board Operations Manual
<http://standards.ieee.org/develop/policies/opman/>
- IEEE-SA Website
<http://standards.ieee.org/index.html>
- myProject
<https://development.standards.ieee.org/my-site>
- IEEE-SA Style Manual
<https://development.standards.ieee.org/myproject/Public/mytools/draft/styleman.pdf>

QUESTIONS?