ASAM
Standard Development – Process and Implementation

Dr. Klaus Estenfeld
Managing Director, ASAM e.V.

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ASAM Development Process for Standards
From First Ideas to New Standards

- **Ideation Phase**
  - Ideation Initiatives
  - ASAM Concept Projects
  - Topical Workshops
  - Market Surveys
  - ASAM Study Groups
  - Transfer of Public Specifications

- **Proposal Phase**
  - P1: Proposal Workshop
  - P2: Proposal Writing
  - P3: Proposal Submission
  - P4: Proposal Publication
  - P5: Proposal Decision

- **Development Phase**
  - D1: Standard Development

- **Review Phase**
  - C1: Draft Release
  - C2: Public Draft Review
  - C3: Feedback Deadline
  - C4: Feedback Processing

- **Release Phase**
  - R1: Candidate Release
  - R2: Release Candidate Review
  - R3: Release Decision
  - R4: Publication Preparation
  - R5: Publication

ASAM Ideation to Development Process Flowchart
Project Types

Standard Development Projects
- New Standard Development
  - Develop new standard
- Major Version Development
  - Add major content
- Minor Version Development
  - Make smaller additions and changes, should be backward-compatible
- Revision Version Development
  - Fix issues, must be backward-compatible

Other Projects
- Concept Project
  - Preparation of standard development projects
  - Allow international members to influence existing ASAM standards via local concept development projects
- Implementation Project
  - Create supplementary products that support the application of ASAM standards
- Study Project
  - Joint learning and application of ASAM standards
  - Feedback to standard development group
Standard Development

Standards are developed in projects by experts.

- **What does this mean?**
  - Projects are proposed by ASAM members*).
  - Projects are approved, controlled and released by the TSC (Technical Steering Committee).
  - Content of the standard is worked out in detail in project group meetings by the project members.
    - Meetings are workshops, i.e. they require active work participation of project group members.
    - "Passive" or "information-only" participation does not make sense and is not allowed by ASAM.
  - Projects may be supported by a service provider paid from an ASAM budget.
  - Project groups are given a lot of leeway to organize their own work.
  - Project members make all decisions with respect to the technical content of the standard.
  - The TSC makes a release decision after the project is finished.

*) members in "executive" membership class only
Tools

- File sharing: Subversion  
  svn.asam.net

- Bug reports: Bugzilla  
  bugzilla.asam.net

- Feature requests: Bugzilla  
  bugzilla.asam.net

- Draft document reviews: Adobe Shared Review  
  webdav.asam.net

- Internet conferencing: WebEx  
  asam-online.webex.com

- Video conferencing: e.g. Lifesize
Mandatory Rules

Some rules are mandatory to guarantee an orderly and fair execution of projects.

- Each project has an elected project leader.
- Each meeting is documented via meeting minutes.
- The business language is English.
- One company = one vote.
- The ASAM standards template must be used for standard documents.
- No "passive" or "info-only" project group members, or permanent guests. (members must actively participate in the project or can not participate at all)
- ASAM does not accept "confidential" information and limited IP. (information and IP is open to all, or can not be brought into ASAM)
- No pre-publication of project IP. (exceptions: public review or majority decision by the project members)
- The ASAM IT infrastructure must be used. (no file exchange via email, no use of external tools or servers)
What is Expected from Project Group Members?

Task

Develop the standard as defined in the project proposal.

Members (= Experts)

• Provide use-cases, application & process knowledge and requirements. (typically OEMs and Tier-1s)
• Provide technical expertise on solutions and implementations. (typically Tool Vendors and Service Providers)
• May write parts of the standard and contribute other artefacts.
• Review the work of the standard author.
• Vote on the acceptance of individual proposals and technical release of the standard.
Project Leader

Tasks
• Is elected by the project group members.
• Organizes and manages the work group.
• Sets the meeting agendas.
• Moderates project group meetings.
• Manages service provider(s).
• Represents the group towards the TSC and ASAM Office.

Rights & Resources
• Can invite guests to meetings.
• Approves access to project IT resources.
• Obtains WebEx-account from ASAM.
• Uses the service provider as a resource within the limits of project group and TSC decisions.
• Approves deliverables from the service provider.
• Speaks on behalf of the group to external parties.
Other Roles

Document Author
• Writes (parts of) the standards.
• Integrates written contributions into the standard documents.
• Typical: Is done by a paid service provider.

Note Taker
• Each meeting must have minutes, stored in SVN.
• Writes the meeting minutes.
• Obtains presentations and other meeting materials and puts them in SVN.

Host
Meetings shall be held at alternating locations. Each members shall host a meeting once.
• Provides meeting room and catering.
• Provides phone and Internet access.
ASAM Office

We are “At Your Disposal” – At Any Time

Staff

Dr. Klaus Estenfeld
Managing Director
Phone: +49 8102 8061-61
Email: ke@asam.net

Isabell Mayer
Management Assistant
Phone: +49 8102 8061-62
Email: im@asam.net

Dorothée Bassermann
Marketing Manager
Phone: +49 8102 8061-63
Email: db@asam.net

Nicco Dillmann
Global Technology Manager
Phone: +49 8102 8061-64
Email: nd@asam.net

Ben Engel
Global Technology Manager
Phone: +49 8102 8061-66
Email: be@asam.net

Yoshiaki Shoi
Representative in Japan
Phone: +81 3 6721 8503
Email: ys@asam.net

Location Germany
Höhenkirchen (DE)
(near Munich)

Location Japan
Tokyo (JP)
(near Shimbashi Station)
Thank you!

Dr. Klaus Estenfeld
Managing Director, ASAM e.V.
Phone: +49 151 6463 1204
Email: klaus. estenfeld@asam.net

For more information on ASAM visit www.asam.net