ASAM Standards Development Process
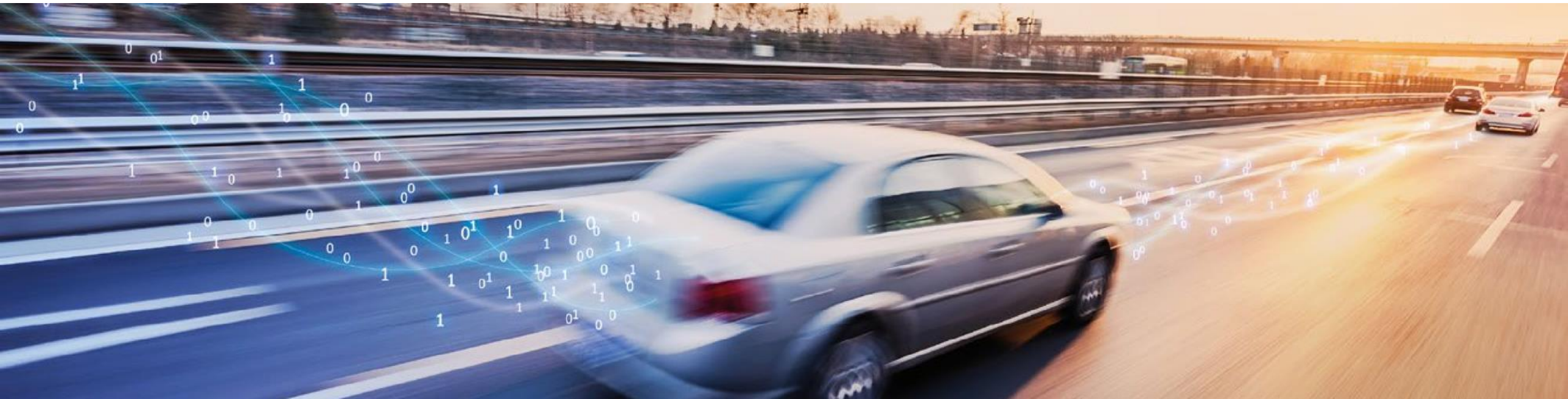
Introduction

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ASAM
Association for Standardization of
Automation and Measuring Systems
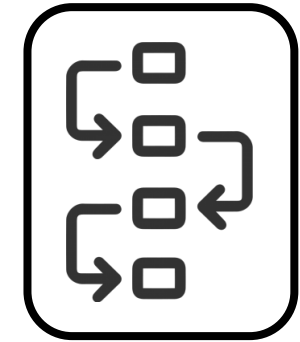
Standard Development

Process

Standards are developed in projects.

- Projects have a defined start and end.

- Members*) can propose a project.

- Members*) can send their experts to participate in the standard development project.

- 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.

*) members in "executive" membership class only

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ASAM Development Process for Standards

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

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

D — Development Phase
- D1: Standard Development

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

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

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

- Implementation Project
  - ⇨ Create supplementary products that support the application of ASAM standards

- Concept Project
  - ⇨ Preparation of standard development projects
  - ⇨ Allow international members to influence existing ASAM standards via local concept development projects

- Study Project
  - ⇨ Joint learning and application of ASAM standards
  - ⇨ Feedback to standard development group
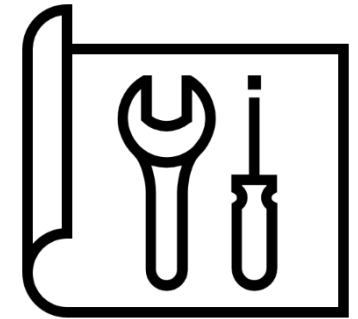
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Budget

An ASAM budget can be used to contract work to a service provider, e.g. to:

- Write the standard.
- Create work artefacts, e.g. UML models, schemas, interface description files, examples, etc.
- Develop reference source-code.
- Carry out feasibility studies and performance benchmarks.

ASAM has budget limits for each project type:

- Limit for development and study projects: 25%.
- Limit for concept projects: 75%.
- No limit for implementation projects.

Budget ≤ €5.000:

- No public call for offers.
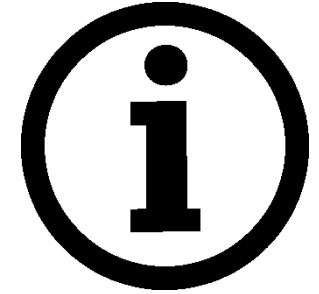- Approval from ASAM Office.

Budget > €5.000:

- Public call for offers.
- Approval from TSC.

If ASAM budget within the defined limits is not sufficient:

- Members may commit cash funding.
- Higher budget may be requested. Consequence is heightened scrutiny of TSC and potential rejection of the project proposal.

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Best Practices

Most productive project format:

- Regular (monthly) on-site meetings to discuss standardization concepts and review new/revised sections of the standard.
- Use video conferencing for groups with international participants.
- Remote meetings (WebEx) for organizational or easy technical topics, only.
- Project leader manages the group's work.
- Document owner writes the standards.

Start of technical work:

- Define or confirm use-cases, top-level requirements and features to be considered for the development of the standards.
- Determine chapter structure of the standard.
- Start to define the terminology (terms, acronyms, abbreviations).
- Then proceed with feature standardization.

Consent building and voting:

- Project leaders shall drive the group to 100% consent decision.
- If unanimous consent cannot be reached, then voting is carried out. One company = one vote.

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Mandatory Rules

ASAM project groups have a lot of latitude to organize their work.
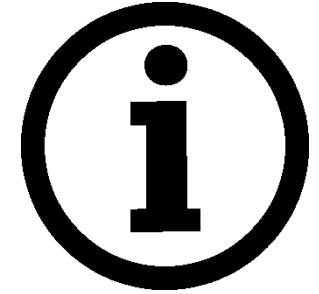
Some rules are mandatory to guarantee an orderly and fair execution of projects.

- 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)

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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	

ASAM
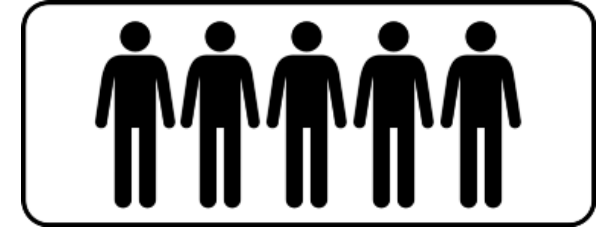
What is Expected from Project Group Members?

Task

Develop the standard as defined in the project proposal.

Members (= Experts)

- Provide use-cases, application & process knowledge and requirements.
  (typically OEMs)

- Provide technical expertise.
  (typically tool vendors)

- 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.

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Other Roles

Project Leader (elected)

- 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.

Document Owner (may be outsourced to a service provider)

- Writes (parts of) the standards
- Integrates written contributions into the standard documents

Note Taker

- Writes the meeting minutes.

Host

- Provides meeting room and catering.
- Provides phone and Internet access.

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Thank you!

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For more information
on ASAM visit

www.asam.net

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