AMTSO Standards Work Group June 2017 – Version 1.0

# STANDARDS CHANGE PROCESS

Standards Working Group

1. Maintains Catalog of Change Requests

6. Each Deferred Item is Assigned for

Further Action to SWG Member

7. E-Mail and Status Provided to Change

#### for Each Document Under Change Content Control Change 2. Schedules Regular (Bi-Weekly) Reviews Authors of Change Requests 3. For Each Request, SWG Determines if Accepted, Rejected, or Deferred 1. Testers Content 4. Each Accepted Item is Passed to 2. Vendors **AMTSO Membership Prior to Next** Status 3. Media International Meeting 4. Academia 5. Each Rejected Item is Closed 5. SWG Member

Request Author

Accepted Catalog

# Normal Operating Procedure Part 2: Membership Review

Accepted Catalog

## AMTSO Members in Good Standing

- Review and Debate Each Item in SWG Approved Change Catalog
- 2. For Each Catalog Item, the Membership Can Vote to Approve or Reject.
- 3. Each Accepted Item is Immediately Executed or Passed Back to the AMTSO SWG for Scheduling and Execution
- Each Rejected Item is Passed Back to the AMTSO SWG for Closure

Final Status

Actions

## Normal Operating Procedure Part 3: SWG Execution

# Final Actions

#### Standards Working Group

- Each Membership Accepted Item is Addressed with Schedule and Details Shared with Membership via Newsletter or Similar Updates
- 2. Each Membership Rejected Item is Closed
- 3. Revised Documentation, Procedures, or Executables are circulated to ATMSO Membership once completed.

### Normal Operating Procedure Appealing a Rejected Change

Standards Working Group and **AMTSO Board of Directors** 

- 1. An SWG Meeting is Schedule with Change Request Author to Present and Discuss the Rejected Item with Submitted
- If agreement cannot be reached, the AMTSO Chief Operating Officer is required to bring the item to the AMTSO Board of Directors for a Final Decision.
- 3. All decisions of the AMTSO Board of Directors is considered final.
- 4. Whether Accepted or Rejected, the change request now follows the Triage Process with the designated state.

Appeal

## Emergency Process Escalation Board of Directors Override

## Emergency Change

Content

Status

- 1. Business Impact
- 2. Client Impact
- 3. Media Feedback
- 4. Legal Concern

#### **Board of Directors**

- Change Request Presented by AMTSO Chief Operating Officer
- Each Accepted Change is Immediately Approved and Activated
- 3. Item Remains Active (Up to Six Months, Time Between Meetings) Until Next Full Membership Vote for Permanent Acceptance
- 4. Each Rejected Change is Passed Back to SWG for Normal Operating Procedure Processing.
- 5. E-Mail and Status Provided to Change Request Author