
Change Control Board Charter and Procedures, UN/CEFACT XML Standards for Contract Performance Reporting

Version 2.0

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Revision History

Name	Date	Reason For Changes	Version
DoDCSSB	10/29/09	Initial draft	1.0 draft 1
CPH	11/18/09	Updated Appendix I	1.0 draft 2
CPH	12/2/09	Updated to reflect comments	1.0 draft 3
CPH	6/27/12	Updated to reflect input from PARCA	1.0 draft 4
CPH, JU	8/27/12	Updated to reflect further input from PARCA	1.0 draft 5
M Slaughter	2/6/2014	Updated to reflect actual procedures from full year of CCB existence	2.0 Draft 1

Introduction

Background

With the release and publication of the Integrated Program Management Report (IPMR) Data Item Description (DID), effective July 1, 2012, the UN/CEFACT XML Project Schedule and Cost Performance Management standard has become a required aspect of program reporting. To this end, the Office of the Assistant Secretary of Defense for Acquisition (OSD), Performance Assessments and Root Cause Analyses (PARCA) has released Data Exchange Instructions based on the underlying UN/CEFACT XML schemas to define how to precisely use those schemas. As with any instruction, however, there will be inevitable change over time, and to that end the Change Control Board has been established to assist PARCA in the management of those changes.

Purpose

This document describes the process that is to be used for requesting and managing changes to work products created or maintained by PARCA through the UN/CEFACT Cost and Schedule XML Standards Change Control Board (CCB). This process will facilitate communication about requested changes among the stakeholders of the following items:

- The underlying UN/CEFACT data library;
- The schemas resulting from the UN/CEFACT data library;
- The Data Exchange Instructions based on specific Department of Defense DIDs; and
- Shared code lists.

It will also provide a common process for resolving requested changes, and reduce the uncertainty around the existence, state, and outcome of a change that has been requested in one of the above specific work products. Note that within this document, whenever the term “standards” is used, it is assumed to mean any of the above list of work products.

Information on how to find the current versions of all of the above work products can be found on the PARCA website.

Scope

Any stakeholder can submit the following types of issues to the CCB:

- Requests for requirements changes (additions, deletions, modifications, deferrals) in standards currently under development
- Reports of problems in current production or beta test standards
- Requests for enhancements in current standards
- Requests for new standards

Once the Board has reviewed the requested changes and deems there are sufficient reasons to warrant a potential new release of an XML data exchange instruction, PARCA will be consulted for concurrence. The UN/CEFACT XML data exchange instructions are designed to support the underlying Data Item Descriptions (DID) and therefore, the Board will generally not consider changes that appear to conflict with the language or intent of the applicable DIDs. To help in this process, one of the members of the board will be a representative from PARCA to ensure constant communication of potential changes.

This change control process applies to base-lined work products created or managed by the members of the CCB, including:

- The underlying UN/CEFACT Core Component Library, where it applies to the Project Schedule and Cost Performance Management (PSCPM) standard;
- The Data Exchange Instructions
- Any code lists used by the PSCPM standard
- Any documentation that applies to the above work products

The following work product classes are exempted from this change control process:

- Work products that are still under development, except for requirements changes requested in new projects

Definitions

<u>Term</u>	<u>Definition</u>
Issue	An item that someone has submitted to the change control system that describes a standards or data exchange instruction problem, a requested enhancement, a proposed change in requirements for a standard or data exchange instruction under development, or a new standard or data exchange instruction being proposed.
Stakeholder	Someone who is affected by or who can influence the work product.

Charter of the Change Control Board

Scope

The CCB operates under the auspices of PARCA. It keeps track of all changes to the standards and data exchange instructions, including the submitter and the disposition of each request. The CCB is the sole venue for all changes to the standards and data exchange instructions. It is responsible for submitting and tracking any changes that need to complete the UN/CEFACT development and publication process in the event that UN/CEFACT data library or base schema work products need to be changed.

The CCB is intended to operate in an open manner. To that end, the change log will be publicly available to interested parties.

Composition

- The CCB shall be composed of seven members. Three of the members shall represent the U.S. Federal Government, one of which will be from PARCA, two shall represent industry, and two shall represent the software vendors or industry partners implementing the standard.
- The PARCA board member shall have veto power over all Board decisions.
- The CCB Chair shall always be one of the members representing the U.S. Federal Government.

- The CCB Vice Chair shall always be one of the other members of the Board
- The CCB Chair and Vice Chair shall hold office for a term of two years, and be elected on alternate years.
- Members shall be nominated by their respective organizations and shall hold office for two years.
- The CCB shall attempt to work on a consensus basis, but where consensus is not possible, the majority shall hold sway, with the Chair breaking ties.
- The CCB shall meet on a regular basis as determined by the current board. It is suggested the CCB meet at least once per quarter, in person or virtually. Members who cannot attend can designate an alternate to attend in their place. Members who fail to do so for three consecutive meetings can be removed by the other members of the board at their discretion.
- Meetings will be documented, and minutes publicly available.

Roles and Responsibilities

Role	Description
CCB Chair	Chairperson of the change control board; has final decision-making authority if the CCB does not reach agreement
CCB Vice Chair	Supports the CCB Chair and takes on the responsibilities of the Chair in the event that the Chair is unavailable.
Change Control Board	The group that decides to approve or reject proposed changes for a specific project.
Modifier	The person on the Board who is assigned responsibility for making changes in a work product in response to an approved change request; updates the status of the request over time. The Modifier also maintains the Change Control Log to track the status of change requests.
Originator	The person who submits a new change request.

Change Control Procedure

Introduction

When a change request is received by the Board, they will assess the impact and prepare a recommended course of action. That evaluation will be presented at the next CCB meeting where not only board members are present, but any stakeholder wishing to provide input. The Board will determine whether to follow the recommended course of action, pursue another, or keep the item under further review. Once the Board has made its decision, when it involves change to a standard or data exchange instruction, the work is given to a Modifier to make the change the Board agreed upon. When the modification is complete, the Board members ensure the change complies with the original intent of the Board.

The table below identifies the process for approved changes depending on the work product.

Work Product	Process
UN/CEFACT XML Data Library	UN/CEFACT development and publication
UN/CEFACT Base XML Schemas (derived from the data library)	UN/CEFACT development and publication
OSD/PARCA Data Exchange Instructions	CCB/PARCA
OSD/PARCA shared code list	CCB/PARCA

Submitting a Change Request

Any stakeholder can submit a change request at any time via the PARCA EVM Issue Resolution Process. When PARCA receives a change request, it is forwarded to the current CCB Chair for distribution to the Board.

Detailed Process

Below is the detailed step-by-step process:

Entry Criteria

- The Originator has submitted a valid issue or change request with all necessary information via the PARCA EVM Issue Resolution Process¹.
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Tasks

1. PARCA forwards the change to the CCB Chair
2. The CCB Chair forwards the change request to the Board. The Modifier documents the request in the Change Control Log and sets the status to Pending.
3. The Board assesses the issue as to feasibility, whether it really pertains, is an interpretation issue, or is an implementation issue.
4. The CCB decides whether the requested change should be made, in the future, or not at all. Input should be solicited from others potentially affected by the change before making the decision.
5. If the change was accepted, the Modifier sets the status to Approved, enters any explanation in the Response attribute, and makes the necessary changes in the affected work products.
6. If the change was rejected, the Modifier sets the status to Rejected and enters an explanation of why in the Response attribute.

7. If the change was deferred, the Modifier sets the status to Tabled.
 8. The CCB Chair provides PARCA with the status of the change to update their issue resolution process
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**Change Control
Status Reporting**

The CCB Chair provides the Change Control Log before every meeting to all stakeholders and the Board.

Exit Criteria

- o The status of the request is Rejected or Approved
 - o The modified work products have been correctly posted on the appropriate locations.
 - o PARCA has been notified of the current status.
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UN/CEFACT Publication Process

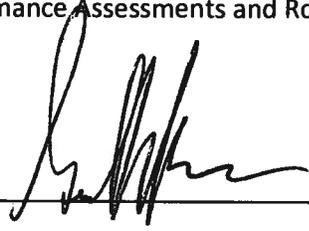
If the work product to be modified is the underlying UN/CEFACT standard, it will have to be coordinated with the UN/CEFACT development and publication process. As such, the change will take place after the process of harmonization and verification in UN/CEFACT Library Maintenance has taken place.

PARCA SIGNATURE

Gordon Kranz, Deputy Director EVM, OSD Performance Assessments and Root Cause Analyses

6-23-2014

Date



Signature