SURF Procedure for Review of Technical Initiative Work Products (November 11, 2010)

This procedure outlines the process of reviewing and distributing work products created through Technical Initiatives (TI). This procedure does not address how technical initiatives are initiated and operate nor does it detail how TI work products are published and/or otherwise released.

Roles and Responsibilities

Board TI Leader – board member assigned responsibility for oversight of technical initiatives; the Board TI Leader coordinates reviews with the Board and assures this procedure is followed; the Board TI Leader represents the Board on all TI matters and stays in close contact with Board members to assure the interests of the Board are represented in the TI work products.

TI Review Team – Composition of SURF volunteers who review TI work products. Any member of SURF may participate on the TI review team. Specific members of the Board will also be assigned to the TI Review Team, and will be assigned by the Board.

TI Review Team Leader (RTL) – non-board SURF member that leads and coordinates the activities of the TI Review Team. A TI RTL is selected by volunteers from the TI Review Team or assigned by the board. The Board TI Leader will serve in this capacity until a TI RTL is identified.

TI Product Leader – SURF member leading the specific TI; responsible for leading the specific focused group of SURF members supporting the focused TI.

Product RTL– member identified by the TI RTL to coordinate and lead review team for specific TI work product.
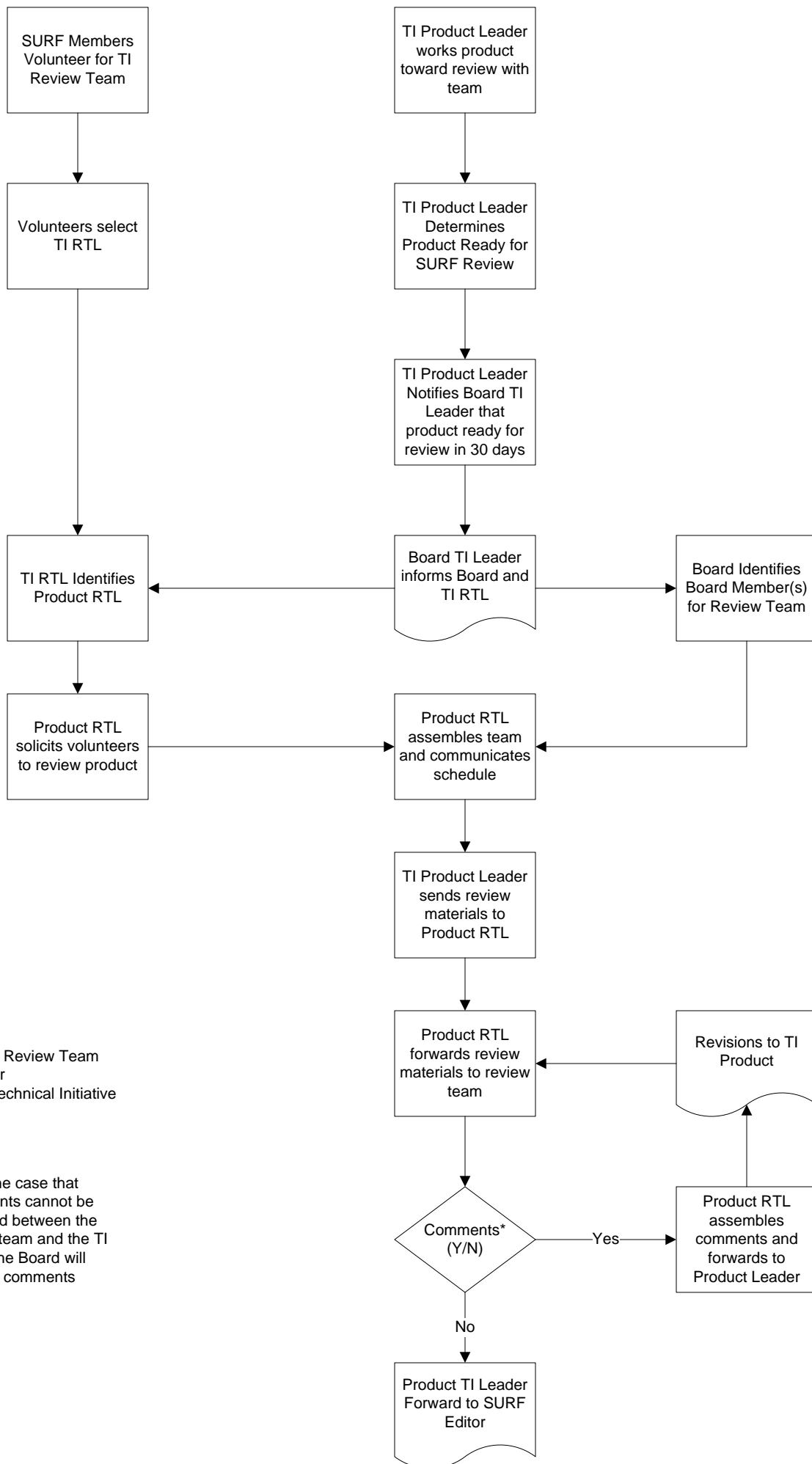
TI Work Product Editor – all final TI work products will be edited by a professional editor selected by the Board. The services for TI Work Product Editor will be negotiated on case by case basis.

Review Procedure

1. The TI Product Leader informs the Board TI Leader that a work product will be available for review 30 days prior to issuance of the review copy.

2. The Board TI Leader will coordinate the review among the Board members and the TI RTL. The Board will determine, on a case by case basis, which Board members will participate in the TI Review Team.

3. The Board TI Leader, TI RTL, and Product RTL will develop a review schedule for each TI work product, discuss how the work product will be released for review, and stay in close communication during the review and finalization of the work product.

4. See attached flow-chart for review process flow.

5. All comments to the draft work products will be adjudicated and agreed upon by all reviewing entities. The final approval of release of the work product is granted by the Board.

6. The final work product is edited by the SURF editor.

SURF Technical Initiatives (TI) Review Process

SURF Members Volunteer for TI Review Team

TI Product Leader works product toward review with team

Volunteers select TI RTL

TI Product Leader Determines Product Ready for SURF Review

TI Product Leader Notifies Board TI Leader that product ready for review in 30 days

TI RTL Identifies Product RTL

Board TI Leader informs Board and TI RTL

Board Identifies Board Member(s) for Review Team

Product RTL solicits volunteers to review product

Product RTL assembles team and communicates schedule

TI Product Leader sends review materials to Product RTL

RTL – Review Team Leader
TI – Technical Initiative

Product RTL forwards review materials to review team

Revisions to TI Product

* = in the case that comments cannot be resolved between the review team and the TI team, the Board will resolve comments

Comments*
(Y/N)

Yes

Product RTL assembles comments and forwards to Product Leader

No

Product TI Leader Forward to SURF Editor