



DMTF Alliance Partner Work Register Process

Version 1.2.0 October 2, 2007

Abstract

This document defines the DMTF alliance partner work register process. Work registers are used within the DMTF to formalize our relationship with a partner organization. This document defines how an alliance partner work register is created and the sequence of steps that are required before a work register is approved and the alliance partnership is established. The document also explains the process for updating work registers.

Notice

DSP4003

Status: Informational

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Table of Contents

Abstract	1
Table of Contents	3
1 DMTF Work Register.....	4
2 Roles and Responsibilities.....	5
2.1 Alliance Partner	5
2.2 Work Register Owner.....	5
2.3 DMTF Committees.....	5
2.4 Working Groups	6
2.5 DMTF Executive Committee	6
2.6 DMTF Board of Directors	6
2.7 Vice President of Alliances	6
3 Work Register Approval Process.....	7
3.1 Proposing a new work register	7
3.2 Work register approval	7
4 Updating an Approved Work Register	9
4.1 Alliance partner removal	9
Appendix A – Change History	10
Appendix B -- Related Documents.....	10

1 DMTF Work Register

The DMTF Work Register is a document that is created between the DMTF and an Alliance Partner organization to formally define the scope, benefits, and deliverables of the alliance partnership. Work registers help the DMTF and its partners to coordinate efforts to achieve common goals and objectives.

In 2004, the DMTF [*Work Register Template*](#) was created and adopted to provide consistent content and format for work registers. This document further formalizes the work register process by defining the process for establishing a new alliance partnership and corresponding Work Register.

This document explains the roles and responsibilities of the parts of the DMTF organization during the approval process. It also specifies the steps required to approve a new Work Register or to update an existing Work Register.

2 Roles and Responsibilities

This section of the document defines the roles and responsibilities of an alliance partnership, as they pertain to the Work Register creation or maintenance process.

2.1 Alliance Partner

The DMTF forms a partnership with an Alliance Partner organization through a Work Register. Contacts within the Alliance Partner organization are needed to jointly develop the contents of the Work Register. These contacts are typically representatives of the board for the alliance partner organization.

2.2 Work Register Owner

The Work Register owner coordinates the creation of the draft Work Register with the partner organization. The Work Register owner is responsible for forming the initial relationships with members of the potential partner organization and for delivering a Work Register in a timely manner.

Once the Work Register has been approved by both organizations the Work Register owner is responsible for:

- Providing a list of Alliance Partner contacts to dmtf-requests@kavi.com for inclusion in the alliance-partner@dmtf.org email list and membership in the *Alliance Partner Working Group*.
- Providing PR contact information for the Alliance Partner to press@dmtf.org so that press announcements for the new alliance partnership can be coordinated

2.3 DMTF Committees

The DMTF committees are responsible for the technical, marketing, and interoperability content of the Work Register. The committees coordinate with the working groups to ensure that the Work Register is complete and that any milestones are feasible in the proposed timeframe. Alliances are originated on the basis of specific work with the external organization. This work could encompass multiple committees and may need to be approved by all the stakeholders involved. One committee is designated as the Originating Committee for purposes of owning and approving the work register. This is most likely the Alliance Committee. The Work Register owner is required to be an active member of the Alliance Committee. Work Register adoption requires Alliance Committee approval. The work register also needs approval by any committee which has work identified in the Milestones section of the work register. Once a Work Register has been approved at the Committee level by all involved Committees, the Work Register is presented to the DMTF board of directors.

2.4 Working Groups

Working groups help to define the milestones that are specified in the work register. They may propose additional milestones that are missing from the Work Register. They provide feedback on any completion dates that are targeted for their area, based on available resources and priorities. This information is communicated to the appropriate committee through the working group chair.

2.5 DMTF Executive Committee

The DMTF executive committee works with the VP of Alliances and the Work Register owner once the draft Work Register is approved by the committees to schedule formal approval by the Board of Directors.

2.6 DMTF Board of Directors

The DMTF board of directors is responsible for the strategic content of the Work Register. The board evaluates the Work Register from a business perspective. Work Register adoption, which establishes the alliance partnership, requires board approval. The board resolution and date of approval are recorded in the work register, which is then posted on the work register public site.

2.7 Vice President of Alliances

The VP of Alliances is responsible for cultivation and growth of DMTF Alliance Programs in order to minimize overlap or conflicts with other Standards Definition Organizations and relevant management forums while maximizing impact and relevance of DMTF actions and specifications in the management industry at large.

The VP of Alliance is responsible for working with the Work Register Owner and shepherding them through the process of getting the work register approved initially and updated on a regular basis.

3 Work Register Approval Process

This section of the document defines the Alliance Partner Work Register approval process.

3.1 Proposing a new work register

Work Registers can be proposed by an external organization or by a board or leadership member company within the DMTF. External Work Register proposals are coordinated through the board of the potential new Alliance Partner organization and are assigned a Work Register Owner by the VP of Alliances.

The proposed Work Register is created using the Work Register Template. The initial draft of the Work Register is coordinated within the DMTF by the Work Register owner in conjunction with the VP of Alliances. The Work Register Owner and the potential Alliance Partner representatives revise the draft Work Register.

Once the draft Work Register is ready, the DMTF VP of Alliances may request a conference call with the potential Alliance Partner representatives to ensure that the draft Work Register is complete.

Once the draft Work Register is complete, it is sent to the Committees through the chairs for socialization and feedback. This helps to promote information exchange between the Committees and helps to avoid mistakes in the Work Register. Feedback from the non-originating Committees can be directed to the chair of the Originating Committee and the VP of Alliances, where the draft Work Register is balloted for approval.

3.2 Work register approval

The draft Work Register is submitted for approval to the Originating Committee following the normal ballot process. This allows the working groups to provide feedback and commit to any deliverables that are specified within the Work Register. If multiple Committees own deliverables in the draft Work Register, the Work Register may be balloted in parallel in the non-originating Committees at the discretion of the chair.

After the Originating Committee has approved the Work Register, it is balloted for approval by the board. The board may choose to have a conference call with the representatives from the potential Alliance Partner as part of the approval process.

Once the board has approved the Work Register, the Work Register owner sends the approved Work Register to the potential Alliance Partner organization. The potential Alliance Partner must acknowledge acceptance of the Work Register. Acceptance formally establishes the alliance partnership. Approved Work Registers shall include the board resolution and date of approval and are posted on the work register public site and checked into CVS.

Any changes to the approved Work Register by the potential partner organization are re-balloted through the Originating Committee. The DMTF Board approves significant changes. Changes of alliance representatives and their email addresses does not require Board approval.

When the Work Register has been approved by both organizations, a formal press release of the new alliance partnership may be announced. The DMTF VP of Alliances will work with the Marketing Committee to coordinate announcements of the alliance formation and completion of significant milestones.

4 Updating an Approved Work Register

Work Registers should be updated at regular intervals as deliverables are completed and the partnership evolves and the VP of Alliances coordinates the updates. Work Register updates are performed by the Work Register Owner and should be done at a minimum of once every 24 months. Work Register updates to adjust deliverables require approval of the Originating Committee, any other affected committees and the Alliance Partner organization.

Work Register updates that extend the scope of the Alliance Partner relationship, such as extending the relationship to include additional DMTF working groups, requires the approval of the Originating Committee, the DMTF board, and the Alliance Partner organization.

4.1 Alliance partner removal

Alliance Partner removal may be required if the partner organization disbands or otherwise fails to maintain the relationship. The VP of Alliances or a member of the DMTF executive committee can also recommend that an Alliance Partner be removed if the relationship stagnates and progress is not made on the milestones within the Work Register review period. Alliance partnerships can be dissolved when the deliverables in the Work Register are complete and no further deliverables are required.

Alliance Partner removal requires DMTF board approval.

Appendix A – Change History

Version 1.0.0	May 11 th , 2004	T. Guay Initial draft for TC review
Version 1.0.1	May 28, 2004	T. Guay TC/MC feedback by ballot
Version 1.0.1a	June 8, 2004	T Guay, Changes from 06/08/04 TC ballot
Version 1.0.1b	August 8 2004	T Guay, input from Winston Bumpus
Version 1.0.1c	September 24, 2004	Tguay, board ballot input
Version 1.1a	May 4 th , 2006	M. Carlson, update to define role for VP of Alliances, clarify decisions made by the Board, and allow alliances with Open Source organizations.
Version 1.1b	June 5, 2006	Formatting changes
Version 1.2.0	October 2, 2007	Added Alliance Committee explicitly and remove specific list of other committees.

Appendix B -- Related Documents

Additional information related to the organizational structure of the DMTF and its committees can be found in the [DMTF bylaws](#).

Additional information related to the DMTF ballot process and working groups can be found in the [DMTF Committees and Working Groups Lifecycle and Information Access](#) document.