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Document Number: DSP4004

Date: 2011-01-26

Version: 2.4.0

5 **DMTF Release Process**

6 **Document Type: Process**

7 **Document Status: DMTF Informational**

8 **Document Language: en-US**

9

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Foreword

91 The *DMTF Release Process* (DSP4004) was prepared by the Process and Incubation Committee.

92 DMTF is a not-for-profit association of industry members dedicated to promoting enterprise and systems
93 management and interoperability.

94

DMTF Release Process

1 Scope

This document defines the DMTF Release Process for all DMTF documents, including those that are intended to become standards (known as DMTF Standard Documents) as well as informational and procedural documents (known as DMTF Informational Documents) deemed by the Committees and Board of Directors to be relevant to the DMTF standards mission. DMTF Standard Documents include specifications, CIM Schemas (including LDAP mappings), XML definitions (DTDs and XML schemas). DMTF Informational Documents include white papers, process documents and other documents of an informative nature.

2 Normative References

The following referenced documents are indispensable for the application of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

2.1 Approved References

DMTF DSP4002, *DMTF Committee, Working Group, and Forum Process 2.4*,
http://www.dmtf.org/standards/published_documents/DSP4002_2.4.pdf

DMTF DSP4005, *DMTF Profile Development Process 1.1*,
http://www.dmtf.org/standards/published_documents/DSP4005.pdf

DMTF DSP4007, *DSP Acquisition Process 1.1*,
http://www.dmtf.org/standards/published_documents/DSP4007.pdf

3 Terms and Definitions

3.1

Change Request

CR

the form used to request a change to the CIM Schema or a DMTF Document

3.2

DMTF Document

any specification, presentation, white paper, schema, process document, policy, or other material released by the DMTF. This does not include press releases, Web page material, or marketing collateral.

3.3

DMTF Standard

a DMTF document status as well as a document phase. As a document status, it indicates a document of a normative nature that addresses a specific problem domain and has been released by the DMTF. As a document phase, it indicates that the document has been approved by the DMTF Board for publication.

3.4

DMTF Informational document

a document released by the DMTF of an informative nature that is meant to explain an aspect of the DMTF or its standards, policies, procedures, or mechanisms

3.5

DMTF Informational Specification

a specification of an informative nature produced by DMTF incubators
These documents proceed through the process similar to DMTF Specifications rather than DMTF Informational documents.

3.6

DMTF Member Review

for specifications, the period that precedes release as a DMTF Standard
This period is used to meet intellectual property review requirements and to allow time to receive any final input from the DMTF members at large.

3.7

DMTF Specification

DSP

Originally an abbreviation for "DMTF Specification", a DSP is now a synonym for DMTF Document. Each DSP has a number associated with it.

3.8

Document Request

DR

the form that is used to request DSPs

3.9

Document State

the state of the document which is kept external to the document, such as in metadata on the website

3.10

Document Status

the status of the document which is kept internal to the document. This is usually on the first page and limited to the status values defined in section 5.5.

3.11

Document Type

the type of the document which is kept internal to the document. This is usually on the first page and limited to the status values defined in section 6.2.1.

3.12

Editing Body

the Committee, Subcommittee, or Working Group assigned editorial responsibility for any given document

3.13

In Development

the period during which a document is being crafted by the Editing Body

3.14

Mantis

a comment-tracking tool provided by the DMTF for the use of its members in tracking changes to specific documents

3.15**Parent**

the DMTF body immediately above the current body

For a Committee, this is the Board. For a Subcommittee, this is a Committee. For a Working Group, this is both a Subcommittee and a Committee.

3.16**Process Document**

any document produced by the DMTF that defines the policies and procedures that apply to the DMTF

3.17**Specification Document**

a document released by the DMTF that is of a normative nature and meant to standardize implementations in a given problem domain

3.18**Work In Progress**

a DMTF Document release mechanism, DMTF document status and a document phase. As a process, it is defined as a method whereby a document can be made available to the public, industry partners, and other interested parties. The purpose of this mechanism is to garner feedback before the DMTF Standard phase. As a document status, it indicates a document proposed to be of a normative nature that addresses a specific problem domain and that has yet to be released by the DMTF as a normative nature and instead represents a snap shot of work that has not gone through any legal review. As a document phase, it indicates that the document has been approved by a Committee but not the DMTF Board for publication only as a document of an informative nature.

4 Symbols and Abbreviated Terms

4.1**CR**

Change Request

4.2**DMTF**

Distributed Management Task Force

4.3**DR**

Document Request

4.4**DSP**

DMTF Specification

4.5**IETF**

Internet Engineering Task Force

4.6**MIB**

Management Information Base

4.7**MOF**

Managed Object Format

4.8**RONR**

Robert's Rules of Order Newly Revised

4.9**URI**

Universal Resource Identifier

4.10**URL**

Uniform Resource Identifier

5 DMTF Release Process

The DMTF Release Process defined herein is intended to provide the procedures and processes for release of material outside of the DMTF. Specifically, the intent is to specify the process for documents of a normative nature (such as those produced by the Technical and Interoperability Committees), Process Nature (such as those produced by the Process and Alliance committees) or an informative nature (such as those produced by any of the above committees). It is not intended to address marketing documents or other material produced by the Marketing Committee.

5.1 Overview

The phases in the release process for a DMTF Standard are as follows:

- DSP number acquisition
- In Development
- Work in Progress (optional)
- Member Review
- DMTF Standard

The phases in the release process for a DMTF Document that is not a DMTF Standard are as follows:

- Obtain a DSP number
- In Development
- Informational

Examples of DMTF Standards include profiles, mapping specifications, standard registries, standard schema definitions, wrapper specifications, and assorted WBEM specifications.

In addition to DMTF Standards, a Committee may release white papers, process documents, or technical notes that provide supplemental content on the work produced by the Committee (which is restricted by charter). These documents are released with a status of Informational. Collectively, we refer to these documents and DMTF Standards as "Documents."

As DMTF Standards progress through the DMTF Release Process, their status, as documented in the document, changes from In Development, to Draft Standard, and finally to DMTF Standard. This process applies to all DMTF Standard Documents.

Every DMTF Document must have its date, status, and version on the title page, as well as the required DMTF copyright notice and disclaimers. See 6.2 for versioning requirements. In addition, Work in Progress documents must contain the expiration date on the title page.

The CIM standard is specified in Management Object Format (MOF). A DMTF CIM Schema consists of MOF files, UML diagrams, white papers, and other supporting documentation (for example, supporting examples). The contents of the MOF files and the documentation are updated as they progress through the DMTF Release Process.

DMTF documents are developed collaboratively by Working Groups, then reviewed and approved by the larger organization. Acceptable formats for DMTF artifacts have been defined because the software used across member companies and organizations for document review and editing varies. Items submitted to the DMTF must be in an acceptable format, as described in section 8. Items submitted to the DMTF after July 1, 2004, must use this format.

Proposals or rough drafts for new documents and additions or changes to any type of DMTF Standard Document, including updates, are made available to the originating Working Groups by posting this information to the Working Groups' Web page(s). Additions and changes to DMTF Standard Documents must be described using the standard DMTF Change Request. Procedures defining the use of the DMTF Change Request (CR) are provided in [DSP4002](#). If the proposal is written in collaboration with another standards body, it may also be posted to the membership of that standards body, using the guidelines of that standards body.

5.2 DSP Number Acquisition

The first step of the process is for the Subcommittee, Forum or Working Group to obtain editorial responsibility for the document. In the case of new works, this means acquiring a DSP number. In the case of prior works, this means acquiring editorial responsibility for the appropriate document, in whole or in part. For the CIM Schema, editorial responsibility is decided according to Subcommittee, Forum and/or Working Group charter and the section of the MOF being modified. For Profiles, editorial responsibility is decided in accordance with the policies and procedures documented in [DSP4005](#). For all other documents, editorial responsibility is decided in accordance with the policies and procedures documented in [DSP4007](#).

The form used to obtain the DSP Number is a Document Request (DR) as described in section 7.

5.3 DMTF Document Status

This section describes the DMTF Document Status and the procedures required to transition a document through the development process.

5.3.1 In Development

When a Body is in the process of editing and developing a document, the document should be marked "In Development" to clearly delineate the document's approval phase. The document should be clearly marked DMTF Confidential and contain any required copyright and other notices.

Documents shall be marked with the status of "In Development" until they are balloted to be released by the Editing Body.

5.3.2 Work in Progress

A Body that has Editorial Responsibility (the Editing Body) for a document may vote to release a Work In Progress for review to one or more recipients, including the general DMTF membership, an Alliance Partner organization, or the general public. All such documents must be within the Working Group's charter scope. All such documents must contain a DSP number, all DMTF copyright notices and their expiration date. A DMTF Standard shared as a Work in Progress must include a version number that

identifies the version targeted for release as a DMTF Standard, as specified in 6.3. Work in Progress documents must also contain the following disclaimer on the title page: “IMPORTANT: This specification is not a standard. It does not necessarily reflect the views of the DMTF or all of its members. Because this document is a Work in Progress, this specification may still change, perhaps profoundly. This document is available for public review and comment until the stated expiration date.” Work in Progress documents must have the following footer: “Work in Progress Specification - not a DMTF Standard” unless they are in a format such as XML where a footer is not possible.

In order for a document to be released as a Work In Progress document outside of the Editing Body and shared with one or more recipients, the Editing Body must vote to approve the release. After it is approved by the Editing Body, the proposed Work In Progress document proceeds to the Parent Committee, bypassing any Parent Subcommittee. The Parent Committee must approve a DMTF Work In Progress Document before it is released to ensure that it is within the Working Group’s chartered scope. The submission to the Parent Committee follows the standard DR approval process. The accompanying DR must explicitly identify the intended recipients and the requested expiration date. Any material that is required to reproduce the document (such as drawings) must be checked into CVS prior to Committee vote.

Occasionally, it is necessary to release an individual Change Request as a Work In Progress. This may be needed in order to obtain feedback on an individual change (Schema or otherwise) from non-DMTF members such as Alliance Partners. In the case where an individual CR (Change Request) is the subject of a Work In Progress, a DR is not needed and all of the information required for a DR must be in the CR itself, including DMTF copyright, patent policy and disclaimer notices as well as an expiration date.

All Work In Progress documents approved by the Parent Committee must contain an expiration date that is one to six months from the date of approval by the Parent Committee. After the expiration date has been reached, the Parent Committee is responsible for ensuring that the document is no longer shared with the recipients. Before the document expires, the originating Editing Body may submit a DR to request that the expiration period be extended. In this case, the Parent Committee reviews status and specification development activity and then decides whether to extend Work In Progress status. If no extension request is made, the document is withdrawn upon expiration. The period of time that a Work In Progress is shared, including extensions, must not exceed six months from the date of approval by the Parent Committee.

Any feedback from Alliance Partner organizations, the general public, or a company or individual who is not a member of the DMTF is accepted only through the DMTF Feedback Portal to ensure that the DMTF has the copyright to the material and that the feedback adheres to the DMTF Patent Policy.

After the Parent Committee has approved sharing a Work in Progress document, the owning Editing Body may decide to have the document withdrawn prior to the expiration date. The Editing Body may submit a DR requesting that the document be withdrawn.

When the Working Group considers the Work in Progress ready to move to the DMTF Standard phase, the document is released to the Parent Committee for approval using the process documented in 5.3.3 and 5.3.4.

5.3.3 DMTF Draft Standard

An Editing Body may vote to release a Document as a candidate for DMTF Standard by changing the document status to “DMTF Draft Standard” and following the processes described in this section. All such documents must be within the Editing Body’s charter scope and be clearly marked as “DMTF Draft Standard” on every page. All such documents must contain a DSP number, all DMTF copyright notices, and required disclaimers including a notice that they are subject to change. All normative references in the specification must be published before the specification can move forward, or, in the case of interdependent documents, they must be released simultaneously. All normative references shall be published and references shall be persistent (that is, they should be published in a location that will not change over time).

All documents to be released for member review must be accompanied by a DR. The accompanying DR must explicitly identify any dependencies and any changes made to the document.

The Parent Subcommittee (if any) must approve all DMTF Draft Standard Documents before they proceed to the Parent Committee for approval, in accordance with the Committee Voting Process as defined in [DSP4002](#). After the Parent Subcommittee approves the document, it and any material (such as drawings) required to reproduce the document must be checked into CVS.

Before the Parent Committee approves the document, the Chair of the Parent Committee sends the document and a notice asking for claims of essential patent rights to the DMTF Membership. DMTF Member comments are invited during this Member Review phase. The DMTF Membership review comment-and-claim period closes 30 days after the notification is sent to the DMTF Membership. This period is also known as “DMTF Member Review”. The Parent Committee does not vote on the approval of the document until the Member Review period ends.

Comments, questions, and feedback on the DMTF Draft Standard are addressed by the Editing Body. Feedback may generate changes to the DMTF Draft Standard, which must be approved by the Editing Body. Any changes appear in a new version of the DMTF Draft Standard. This new DMTF Draft Standard must be approved by any Parent Subcommittee before the document proceeds to the “DMTF Standard” Approval Phase (see 5.3.4).

The Parent Subcommittee, as part of the comment resolution process, shall determine if an additional DMTF Member Review is needed. (For example, an additional Member Review might be needed if comments result in new text that warrants an additional call for essential patent rights.)

If no comments or claims are received, the document proceeds directly to the “DMTF Standard” Approval Phase (see 5.3.4).

5.3.3.1 CIM Schema

In the case of the CIM Schema, individual Working Groups or Subcommittees create Change Requests to take the Schema to the DMTF Standard phase (through a CR to remove the “Experimental” qualifier) or to add to the next DMTF Standard release. All such Change Requests must be approved by the Working Group or Subcommittee whose charter owns that part of the Schema. At the discretion of the Working Group or Subcommittee owning that part of the Schema, parts of a Schema may be removed. CIM Schemas and their changes do not have DSPs and do not follow the DSP acquisition and release process.

For the DMTF CIM Schema to reach the DMTF Standard status it must contain one or more Managed Object Format (MOF) files and UML diagrams that are provided in an acceptable format, as described in section 8. The MOF files must not contain any elements that are qualified as Experimental. A white paper or profile should also be released that includes a description of the circumstances under which the classes can be sub-classed, the expected usage of the classes, and at least two sample use cases. For a change to the CIM Schema to remove the Experimental qualifier, implementation experience from two independent implementations is required by a minimum of two companies that must be members of DMTF or alliance partners. Implementation experience within an alliance partner organization may be substituted with approval of the Parent Committee if the CIM Schema changes are representative of the model developed by the external organization. For example, if an IETF MIB is modeled in CIM, implementation experience for the MIB may be used to make the CIM changes to remove the Experimental qualifier.

Implementation experience for the CIM Schema includes using the server for experimental elements in prototypes, internal systems, or product development. Implementation experience does not have to be restricted to released products to be applicable. The goal is to validate that additions and changes to the schema can be implemented and are complete.

5.3.4 DMTF Standard

After the DMTF Member Review has been completed and any changes have been approved by the Editing Body and any Parent Subcommittee, the Parent Committee may vote to release a DMTF Standard Document as “DMTF Standard” for release to the general public. All such documents must be clearly marked as “DMTF Standard” on every page prior to ballot at the Parent Committee. All such documents must contain a DSP number, all DMTF copyright notices, and all required disclaimers including a notice that they are subject to change. They must not contain an expiration date. All normative references in the specification must be published before the specification can be approved, or, in the case of interdependent documents, the normative references must be released simultaneously. All normative references shall be published and references shall be persistent (that is, they should be published in a location that will not change over time). Any "DMTF Confidential" labels must be removed.

All documents to be released for member review must be accompanied by a DR. The accompanying DR must explicitly identify any dependencies and any changes made to the document.

The Parent Committee must approve any DMTF Standard Document in accordance with the Committee Voting Rules before it can be brought to the DMTF Board for approval. The DMTF Board must also approve the public release of all versions and releases of the DMTF Standards, in accordance with the DMTF Board Voting Rules.

Corrections to a DMTF Standard must be handled as Errata. Errata are released using the process defined in 5.3.3 and 5.3.4.

5.3.5 Informational

Documents marked as Informational consist of presentations, white papers, process documents or any other non-DMTF Standard Document. DMTF Standard Documents must not be marked as Informational. Informational documents may not be marked DMTF Draft Standard or DMTF Standard. Presentations and white papers may be released with only Committee approval and do not require DMTF Board approval. All such documents must be within the Editing Body’s charter scope and be clearly marked as “Informational” on every page. All white papers must contain a DSP number. All documents must contain all DMTF copyright notices, all required disclaimers including a notice that they are subject to change.

Documents marked as Informational follow a shorter process than DMTF Standard documents because DMTF Member Review is not required. Informational documents must acquire a DSP number, but they do not go through the DMTF Draft Standard and DMTF Standard phases described in 5.3.3 and 5.3.4. Instead, they must be approved by the Editing Body and Parent Subcommittee, be checked into CVS, and be approved by the Parent Committee. If the document is not a presentation or white paper, it must also be approved by the Board. After completion of this process, the document may be published.

5.3.6 DMTF Informational Specification

Documents marked as DMTF Informational Specifications consist of specifications developed by DMTF Incubators. As such, they are treated procedurally as DMTF Standards with respect to obtaining a DSP number and the need for a 30-day Member Review (during which they are marked as DMTF Draft Informational Specification). They must be checked into CVS prior to the 30-day Member Review. They must be balloted in their Parent Committee and must also be approved by the DMTF Board. After completion of this process, the document may be published.

All DMTF Informational Specifications must contain all DMTF copyright notices, all required disclaimers including a notice that they are subject to change.

5.4 Availability of Document Versions and Obsolescence

The Publication of all Committee and Board Approved specifications (but not white papers, process documents, schemas, or presentations) is the prerogative of the Marketing Committee. This is intended to time publication with any press release material. When the Board approves any document for release, the Marketing Committee must establish the release date for the document if the publication is to be delayed. If no delay is requested, then publication is assumed to be immediate.

The release of a new version of a specification, white paper, or document does not make previous versions obsolete. Versions become obsolete when the market no longer requires them. The underlying goal is upward compatibility between versions. This goal should be approached with caution because maintaining upward compatibility between versions may not always be possible.

Updates to a specification, white paper, or document are submitted to the Editing Body. Each specification must contain a change history. (For graphical documents, such as UML diagrams, that are not conducive to including a change history, this history is included in the MOF file.) The status of these documents must be indicated as “Work In Progress,” “Informational”, “DMTF Draft Standard,” or “DMTF Standard.” A change log and completed Change Request forms must be maintained for all specifications, white papers, and documents.

For a given version of a DMTF Standard, at most one revision may be shared as a Work in Progress, released as a DMTF Draft Standard, or released as a DMTF Standard. For example, it is not permissible for version 1.0.0f of a document to be shared outside of DMTF Working Groups as a Work in Progress simultaneous with the released of version 1.0.0 as a DMTF Standard. Nor is it permissible for versions 1.0.0a and 1.0.0b of a document to be released as a Work In Progress simultaneously. It is possible to have version 2.0.0 of a DMTF Standard specification published at the same time as version 1.6.2 of a DMTF Standard specification, as well as version 1.7.0.

Specifications and other documents that have reached a level of maturity where they are no longer actively being updated should be posted to a section of the DMTF Web site dedicated to “historical” documents. The Web site must contain information indicating that this specification is still relevant to the industry but new versions should not be expected. Specifications that are greater than five years old and are DMTF Standard should be moved to this portion of the Web site, but the URL to the document should not change. Previous versions of the CIM Schema that are greater than two years old fall into the “historical” category and should be treated appropriately. Note that the URI of the document should remain persistent (remain the same over time) to allow other specifications to reference DMTF Standards.

5.5 Review Phases

The length and posting of each phase varies as shown in Table 1.

Table 1 – Phase Length, Status, and Posting Location

Phase	Length of Phase	Status	Web Posting Location
Request for DSP	Indeterminate	N/A	N/A
Working Group	Indeterminate	In Development	DMTF Internal Web Site – Working Group Web Page
Work in Progress (Optional)	Not more than six months ^[1]	Work in Progress	DMTF Public Web Site – Work-in-Progress Page
DMTF Draft Standard	Not less than 30 days	DMTF Draft Standard	DMTF Internal Web Site Draft Standard page
DMTF Standard	Less than five years	DMTF Standard	DMTF Public Web Site – Published Documents Page

DMTF Standard	Greater than five years	DMTF Standard	DMTF Public Web Site – Historical section
DMTF Informational	Indeterminate	Informational	DMTF Public Web Site

^[1] A change to the length of this phase for a document is an exception to the Release Process and must be approved by both the DMTF Parent Committee and the Board using a DR (see section 7).

6 Numbering, Versioning and Title Page Material for DMTF Documents

6.1 Document Numbers

DMTF Documents, with the exception of the CIM Schema, are given a DMTF Specification (DSP) number. The version information for the document is inserted following this DSP number. Schemas are released as versioned MOF files with associated graphical representations that are rendered using UML diagrams (provided in an acceptable format), as described in 8 (“Accepted File Formats”).

DSP numbers associated with DMTF documents fall into the following ranges:

- 0001-0999 – Technical Specifications
- 1000-1999 – Profiles
- 2000-2999 – White Papers, Technical Notes, and other informational documents
- 3000-3999 – Working Group Charters
- 4000-4999 – DMTF Process documents
- 5000-5999 – Conformance Specifications
- 6000-6999 – Machine Readable Profiles
- 8000-8999 – XML/XSD Schema Representations
- IS-0000 - IS-9999 – Informational Specifications

DMTF documents that were approved before December 31, 2004 may have DSP numbers that are outside of the preceding ranges. When these documents are revised, they must be changed to conform to these ranges. However, documents should not be revised only for the purpose of placing them in the appropriate number range.

6.2 Required Information for Title Pages or File Headers

The title page material required for DMTF Documents differs from the header material required for DMTF Schemas.

6.2.1 DMTF Documents

This category of documents consists of all DMTF documents that are not Schemas, regardless of their status in the release process. Use of a standardized title page and format is strongly encouraged, but not technically required.

DMTF Documents must contain the following information, which is based on the document's status. These items are included in the document template.

- Title
The title of the document as registered when the DSP number was obtained.
- DSP number
This must be the DSP number obtained according to the policy described in 5.2.
- Version number
This version number must comply with the guidelines in 6.3.
- Date
This must be the effective date of the specification.
- Expiration date
The expiration date is needed only for Work In Progress documents. It should be in the same format as the date.
- Logo
A DMTF logo should be included on the title page.
- Document Type: Allowed Document Types are: Specification, White Paper, Process, Tech Note, or Presentation
- Document Status
This must be one of the status designations described in 5.5.
- Document Language
- "DMTF Confidential" label (for Work in Progress documents)

Page 2 of the document must contain the following information:

- DMTF Copyright Notice
- DMTF Patent Policy notice

6.2.2 DMTF Schemas

Because schemas have headers rather than title pages, DMTF Schemas have different requirements for the information typically found on the title page of a DMTF Document.

Any DMTF document without a title page must have the following material in its header:

- DMTF Copyright notice & disclaimers
- Version
- Release Date
- Abstract Description
- Status
- Expiration Date (if the document is a Work In Progress)

The format of these items depends on the file type and must be consistent across files of the same type.

6.3 Specification, White Paper, and Document Numbering Process

Versioning of DMTF Specifications, White Papers and Documents takes the form *m.n.u*[*d*], where:

- m* represents the major version identifier in numeric form. This number starts at 1 for new documents. A change in this number representing an update to the document indicates that the document contains changes that are not compatible with prior versions.
- n* represents the minor version identifier in numeric form. This number starts at 0 for new documents. A change in this number representing an update to the document indicates that the document contains changes that are compatible with prior versions.
- u* represents the update (errata or coordination changes) in numeric form. This number starts at 0 for new documents. A change in this number representing an update to the document indicates that the document contains changes that are corrections to errors in prior versions or changes in coordination with other documents. This digit may not be changed for Work-In-Progress documents.
- dd* represents the draft level in alphabetic form. This indicator is required for DMTF Draft Standard and Work In Progress releases.

Updated versions of documents must have one of these digits or letters changed from prior versions in increasing order; gaps in the order are allowed.

Non Work-In-Progress documents are represented using only numeric entries (for example, 2.1.0 or 2.2.1).

Any DMTF Specification that has not been approved as DMTF Standard but is shared outside of DMTF must have the draft level identified. Any references to the specification version must include the alpha identifier (*dd*) appended to the identifying version number. Drafts are denoted starting with a single alpha character and, if necessary, progressing to two-letter notation: a, b, c ... x, y, z, aa, ab...zz.

For example, a Work-In-Progress with version 2.2.0f will be released as DMTF Standard version 2.2.0.

6.4 Schema Numbering Process

A new CIM Schema is released using MOF and follows a version naming convention similar to the convention used for specifications, white papers, and documents (that is, using the format *m.n.u*, major.minor.update version). Version information is included in the header of the MOF file after the title and filename. (These are the first comment lines in the MOF file.)

Starting with version 2.10, the CIM schema includes both Experimental and Non-Experimental types of MOF files. Experimental MOF files include new classes or changes that require implementation feedback. MOF changes that require implementation feedback must be tagged with the Experimental qualifier.

When a class is changed, the version of the class is updated to the version of the schema in which the change has been made.

Approved Change Requests to correct MOF syntax errors, such as cardinality mismatch or other updates for standards coordination, are indicated using a third numeric value. For example, correcting a cardinality problem in version 2.2.0 would result in a new version that is identified as 2.2.1. These are known as Errata versions.

If the DMTF defines a new Schema that is not backward compatible with a previous release (such as one that reorders or changes the existing key or inheritance structure), that Schema becomes a new major version (that is, Schema version 3.0.0).

Each Schema release combines all of the Working Group changes to produce a self-consistent, commonly labeled version.

6.5 Versioning of the *CIM Infrastructure Specification*

Updating the minor version number of the *CIM Infrastructure Specification* indicates that the changes do not require a change to the parsers, browsers, and other tools that process CIM MOF. For example, version 2.2 may be updated to become version 2.3.

However, if there is a specification change that adds new data types (or otherwise affects existing MOF tools) this change is incompatible with existing tools and must carry a new major version. As a result, version 2.n would become *CIM Infrastructure Specification* version 3.0.

7 Document Requests

Document Requests (DRs) are the mechanism that a Body uses to provide information to Parent Bodies about the specification being submitted for approval. Every DSP must be accompanied by a Document Request when transitioning between groups. DRs are used to convey information about the document, such as change history, balloting history, requests for ownership, or explanatory information. Some DMTF processes require DRs at various steps of the approval process. These are dictated by DMTF policies and procedures, as noted on the Policies page of the DMTF Web site.

7.1 Document Ownership Requests

The only purpose for a DR is a request for ownership, name change, or transition to the DMTF historical documents page are included in DR format for convenience because the template has the appropriate front matter, an area to describe and justify what is needed, and a body for the request form. In this case, the DR follows the normal balloting process, per [DSP4002](#), rather than the DR process.

Document Requests of this type shall be submitted only by Chairs, though the document owner can be any member of an Editing Body. A DR shall be used to establish responsibility for a new document, to request a name change for an existing document or DSP, to register interest in an existing document, or to transfer an existing document from one body to another. The DR shall be approved by the DMTF Parent Committee before any work begins in an editing body. Only one document shall be submitted per form.

7.2 DR Content

Document Requests must be created using the DR Template, which is very similar to the CR template. The content of this template includes:

- the DR number
- the name of the associated document
- the name of the editing body
- the date the request began
- background rationale for the accompanying document
- a detailed list of changes, if this is not a major release

The list of changes can take the form of a Mantis query, a list of CRs, links to spreadsheets, or links to all Comments. For more details on these methods, see section 9.

7.3 DR Creation

Document Requests must be submitted using the current version of the DMTF DR Template and filled out per the instructions in the template. A DR is added to the appropriate group's Document Request folder by the DR owner with a state of Draft. Documents added to the Document Request folder are

automatically named with the following format: wgabbrevDR\$docnum.\$revnum.\$extension. (This should be similar to the CR format for the group.)

7.4 DR Sharing

DRs, their accompanying specifications, and any referenced material shall be shared with the Parent Body prior to voting in the Parent Body. Specifications shall be checked into CVS prior to voting in Committees.

7.5 DR Owner

Each DR must have an owner identified within the owner section of the DR header. The owner of the DR may be the Chair of the Working Group or a designate. The owner of the DR is responsible for collecting ballot comments and updating the discussion point section of the DR.

7.6 DR Balloting

When an owner is ready to request that a DR be balloted, its status is changed to WG – Pending or SC – Pending, as needed. The DR is then balloted (sometimes referred to as “open for ballot”). When the DR is being balloted by the Working Group or Subcommittee, its status is changed to WG – Balloting or SC – Balloting, respectively. DR ballots are subject to the following rules:

- DRs that are requests for ownership are balloted directly. Normal DMTF voting rules apply to DRs of this nature.
- DRs that accompany a document shall be included in the ballot for informational purposes only and are not the subject of the ballot.

7.7 Additional DR Approval

If Subcommittee approval is required after the DR has been approved at the Working Group level, the status of the DR is changed to SC – Pending and the DR and all referenced documents are shared with the Subcommittee. The Subcommittee then votes on the document referenced by the DR.

After the DR has been approved at the Subcommittee level, the status of the DR is changed to CMTE – Pending and the DR and all referenced documents are shared with the Committee.

7.8 DR Adoption

After all required parties have approved a DR, its state is changed to SC – Adopted or WG – Adopted, as appropriate. When the Board has approved the associated document, the state is changed to DMTF – Adopted.

8 Accepted File Formats

DMTF sources must be in one of the formats shown in Table 2.

Table 2 – Accepted Source Formats

Source Type	Approved Formats
MOF	UTF-8 text format
UML	XMI
Diagrams	Visio 2002
Specifications	Word 2003 (.doc), HTML, UTF-8 text format, or Visio 2002

Note that source for graphical representations of UML or for class or instance diagrams can be either XMI or Visio.

Source files for DMTF documents that are made available outside of DMTF working groups must be stored in the DMTF CVS repository. Documents shall not be balloted at Committees until the documents are stored in the DMTF CVS repository.

A Subcommittee or Working Group developing a document (the Editing Body) must submit DMTF specifications in PDF format to the appropriate Parent Body for approval. PDF is a common document publication format within the industry, and PDF readers are free and available on the Internet. DMTF specifications are published in PDF format. The Editing body may also include the specification's source file in Word or HTML format. This format is useful when change tracking is enabled. Any CR that describes the changes should also accompany the document.

Originating Bodies may choose, by vote, to use a different source format during the development process. However, this source format must be converted to an acceptable format before it is released outside of the Editing body.

DMTF published artifacts must be in one of the formats shown in Table 3.

Table 3 – Permitted Published Formats

Artifact Type	Approved Formats
MOF	UTF-8 text format
XML such as XSLT,WSDL,XMI	UTF-8 text format
UML	PDF
Specifications, DMTF Standards, White Papers, Technical Notes	PDF

Supplemental information may be provided in HTML (for example, hyperlinked MOF documentation), UTF-8 text format (for example, XML MOF rendering), PDF, or Visio, as appropriate.

Published artifacts may be provided in compressed (.zip) format for download convenience.

The filename for DMTF specifications that are made available outside of a DMTF Working Group should use this format:

"DSP"<4 digit document number>"_ "<m>". "<n>". "<u>". "<file extension>

Versioning information, release date, etc. are conveyed by the filename as defined in 6.3. Additionally, this information must be embedded inside the Specification itself. When specifying the document number for DMTF specifications numbered less than 1000, the leading zero must be specified. For example, "DSP0825_1.0.0.pdf" is correct, while "DSP825_1.0.0.pdf" is not.

9 Comment Resolution Process

During the normal course of document development, it is expected that comments will be made to documents in both the Editing Body and any Parent organization. This section describes the processes each body uses to handle comment resolutions.

9.1 Comment Resolution Methods for Editing Bodies

Several mechanisms are available to DMTF editing bodies to handle Comment Resolution. Only the methods listed below are approved mechanisms for editing bodies to track comments and their resolutions. Any other method is not allowed by the DMTF. It is the purview of the editing body to decide which mechanism to use. This method can be decided by the group on a per document basis but it is

encouraged that a group follow only one of the methodologies below for every document for which they have editorial responsibility. The methodology shall be decided prior to the first ballot for a document and shall be consistent during the lifetime of that document unless the editing body changes the methodology through a vote.

9.1.1 Mantis

The DMTF has access to the Mantis tracking tool. Mantis can be used to track changes and include them in the specifications. Mantis entries can be voted on individually or in groups by the Editing Body.

Any voting result associated with a Mantis entry should be recorded in the Mantis entry. This can be done by referencing minutes, referencing ballots, or copying the voting record into the Mantis entry. In general, directly voting on a Mantis entry should not be necessary as documents that are approved by WGs that have the change in it imply the change has been approved.

9.1.2 Change Requests

Change Requests (CRs) can be used by editing bodies to track individual changes or errata associated with any individual document. CRs are described in section 10. For CIM Schema, Change Requests are the only comment-resolution method that is allowed.

9.1.3 Spreadsheets

Editing bodies can use spreadsheets to track individual changes to documents. The editing body should use the approved DMTF spreadsheet template for such purposes. Spreadsheet entries can be voted on individually or in groups by the Editing Body.

Any voting result associated with an individual spreadsheet entry should be recorded in the entry using the status field or a pointer to the ballot or minutes recording the vote. If the whole spreadsheet has been approved, it shall be reflected in the document state of the spreadsheet. In general, voting on individual spreadsheet entries should not be necessary as documents that are approved by WGs that have the change in it imply the change has been approved.

9.1.4 Kavi Document Comments

Kavi Document Comments are those associated with documents using the current DMTF Web tool, in which you can select the "add Comment" option for a given document. This comment type is required for certain ballot types tracked by the Web tool. While it is possible to use this method to track comment resolutions, there is a scalability limit with the current version of the Kavi tools, particularly when trying to share each comment to Parent groups. Therefore, this method of tracking comments is discouraged.

9.2 Comment Resolution Methods for Parent Bodies

Parent bodies are expected to register comments against the documents of Editing Bodies. Any substantive or editorial comments must be resolved by the Editing Body. Parent bodies may not make any substantive or editorial changes, except those that affect the document state, status or draft level in alphabetic form since modifying these is part of the DMTF Release process.

If a document fails to pass a ballot or vote for approval, the Parent Body sends the document to the Editing Body for resolution of comments. A document may pass a ballot or vote for approval, but still have comments registered against it. In this case, the document is approved and shall continue on through the approval process. The registered comments shall be sent to the editing body to decide on a future course of action, but that course of action does not affect the current document against which the comments were registered.

10 Change Requests

Change Requests (CRs) are one of the mechanisms a Body can use to track and approve changes to specifications. They can be used to track individual changes or groups of changes, approve requests, or track any number of items as the Body deems necessary. Some DMTF processes require CRs at various steps of the approval process, which is dictated by DMTF governance documents or by procedure.

10.1 CR Classification

The following categories of Change Requests are subject to the following rules:

- CIM Schema Change Requests

Changes to the CIM Schema shall be made using the CR process and submitted to the Body that owns that particular section of the CIM Schema. Bodies chartered to modify the CIM Schema may place additional requirements on CRs, such as the use of a CR-generation tool.

- Machine Readable Document Change Requests

Changes to the MOF, XML, XSD, or other typically machine readable documents may be made using the CR process when submitted to the Body that owns that document. Bodies chartered to modify a document may place additional requirements on such CRs (for instance, use of a CR generation tool or a changed-document checking tool).

- Document Change Requests

Document Change Requests may be used within a body that has editorial responsibility to gain agreement on specific changes to a specification. This CR approach is particularly useful for tracking complicated, granular additions or modifications to existing specifications or groups of changes that need to be tightly coupled.

10.2 CR Content

CRs must be created using the CR Template. An approved CR Template is available in the Technical Committee Template folder, which is shared with all members.

The content of this template includes:

- the CR number
- the name of the associated document or schema
- the name of the editing body
- the date the request began
- background rationale for the accompanying change request
- a detailed list of changes

This can take the form of XML or meta-data, if approved by the Editing Body and Parent Body and Parent Committee.

10.3 CR Creation

Change requests must use the current version of the DMTF CR Template and be filled out per the instructions in the template. The description of the CR must identify the version of the specification impacted by the CR, provide a summary of the changes, and, in the case of CIM Schema changes, identify the model or models impacted by the change (for example, CIM 2.9.1 Preliminary, Addition of SoftwareIdentityResource in core model).

A CR is added to the appropriate group's Change Request folder by the CR owner with a state of Draft. Documents added to the Change Request folder are automatically named with the following format: wgabbrevCR\$docnum.\$revnum.\$extension.

10.4 CR Sharing

CRs should be shared with the Subcommittee and any Working Groups or Subcommittees that might be interested in the change. Attempts should be made to ensure that input from interested Bodies is incorporated into the CR.

10.5 CR Owner

Each CR must have an owner defined within the owner section of the CR header. The owner of the CR may be the Chair of the Working Group or a designate. The owner of the CR is responsible for collecting ballot comments, updating the discussion point section of the CR, and facilitating the balloting between Bodies for CRs that span Bodies.

10.6 CR Balloting

When an owner is ready to request that a CR be balloted, its status is changed to WG – Pending or SC – Pending, as needed. The CR is then balloted (sometimes referred to as “open for ballot”). When the CR is being balloted by the Working Group or Subcommittee, its status is changed to WG – Balloting or SC – Balloting respectively. CR ballots are subject to the following rules:

- CRs that have unanimous YES votes without comments are accepted accordingly.
- CRs that have unanimous YES votes with comments are accepted pending the changes identified in the comments. Comments included with a YES vote must be minor (for example, pointing out typographical errors or mistakes in punctuation). Comments included with a YES vote must not suggest a change in semantics or identify major problems with the CR.
- Any NO votes on a CR ballot must be responded to by the CR owner. Any NO votes on a ballot must include comments that are clear and actionable. The Working Group may ask for additional clarification from the company representative who voted NO. The owner's options in responding to the NO votes are as follows:
 - ACCEPT the comments associated with any NO votes.
 - DEFER the CR with a specific closure date.
 - WITHDRAW the CR (perhaps consolidating the content with another CR).
 - RESOLVE the comments by working out an alternative solution.
 - REJECT the comments and state why they cannot be accommodated.

All ballot comments and the owner's responses must be included in the next balloted version of the CR.

- A comment can be actionable either in terms of specific elements of the CR that need to be changed or because a relevant area of analysis or investigation has not been sufficiently explored in the production of the CR. When specific elements of the CR require change, the elements and the changes need to be included in the CR ballot comment. These changes should be sufficiently detailed so that the owner of the CR can implement them without conferring with the commenter. When the comment refers to an area of analysis or investigation, the comment must explain in what way the area of study cited calls into doubt the conclusions or assumptions that form the basis of the CR. The suggested action resulting from this comment may be either revision or withdrawal of the CR. The area of analysis and investigation must already be familiar to the Working Group that put forth the CR, or the

comment must sufficiently introduce the area of analysis and investigation so that the Working Group can take action.

- The resolution must be accepted by the Body either as part of the meeting of the Body (as is commonly the case with trivial changes) or through a rebalot of the CR after the issues have been resolved. Comments from each ballot of the CR, along with their resolution, must be documented in the CR.
- At any time after the initial ballot is closed and notice is sent to the Body, a CR owner may request that the next ballot be a final ballot. In this case, DMTF Majority rules apply to determine if the CR succeeds (see [DSP4002](#)). Any member of the body may request that a final ballot be held by motion in accordance to RONR.
- If the Body cannot reach a resolution, the Body Chair may request that the CR be discussed at the Parent Body level by notifying the appropriate Parent Body Chair. Any CR issue that cannot be resolved in the discussion of the vote must be documented in the CR comments section prior to balloting.

10.7 Additional CR Approval

After the CR has been approved at the Working Group level and if Subcommittee approval is required, the status of the CR is changed to SC – Pending and the CR is shared with the Subcommittee. The Subcommittee then votes on the document referenced by the DR.

After the CR has been approved at the Subcommittee level, the status of the CR is changed to Cmte – Pending and the DR and all referenced documents are shared with the Committee.

10.8 CR Adoption

After all required parties have approved a CR and the CR needs no further approval, its state is changed to SC – Adopted or WG – Adopted, as appropriate. When the Board has approved the associated document, the state can be changed to DMTF – Adopted.

11 Approval Process State Transition Table

Table 4 represents the DMTF DR, CR and document states, their description and new state based on transition or event.

Table 4 – Process State Transitions and Events

State	Description	Transition	New State
DMTF – Adopted	The document or change request has been approved.		
BOD – ApprovedForPublication	The document or request has been approved for publication but requires state & status change, specific disclaimers removed and a document file-name change in order to meet publishing requirements. The document is then checked into CVS.	Confirm	DMTF – Adopted
BOD – Balloting	The request is being balloted by the Board.	Yes	DMTF – Adopted
		Conditional	BOD – Approved-Pending
		No	BOD – Update-needed

State	Description	Transition	New State
			CMTE – Update-needed
BOD – Pending	The document has been forwarded to the Board and is waiting for ballot (initial state for Board).	Voting	BOD – Balloting
CMTE – Adopted	The document or request has been approved at the Committee level and no approval is needed by any Parent Body.		
CMTE – ApprovedForPublication	The document or request has been approved for publication but requires state & status change, specific disclaimers removed and a document file-name change in order to meet publication requirements. The document is then checked into CVS.	Confirm	DMTF - Adopted
CMTE – Balloting	The document or change request is being balloted by the Committee.	Yes	CMTE – Adopted BOD-Pending
		Conditional	CMTE – Approved-Pending
		No	CMTE – Update-needed
CMTE – EditorialReview	The document or request has been approved but requires the document state/status changed, directives applied and some disclaimers added prior to beginning the approval process for publication.	Confirm	BOD - Pending
CMTE – Pending	The document or change request has been forwarded to the Committee and is waiting for ballot.	Voting	CMTE – Balloting
CMTE – Update-needed	This document was presented to a Parent Body and it is being returned for update or further work. Only used when the CMTE is the EB.	Ready	CMTE – Pending
SC – Adopted	The document or change request has been approved at the Subcommittee level and no approval is needed by any Parent Body.		
SC – Balloting	The change request is being balloted by the Subcommittee.	Yes	SC – Adopted CMTE – Pending
		Conditional	SC – Approved-Pending
		No	SC – Update-needed
SC – EditorialReview	The document or request has been approved but requires the document state/status	Confirm	CMTE - Pending

State	Description	Transition	New State
	changed, directives applied and some disclaimers added prior to beginning the approval process for publication.		
SC – Pending	The document or change request has been forwarded to the Subcommittee and is waiting for ballot.	Voting	SC – Balloting
SC – Update-needed	This document was presented to a Parent Body and it is being returned for update or further work.. Only used when the SC is the EB.	Ready	SC – Pending
WG – Adopted	The change request has been approved by the WG, and it does not need approval from a higher authority (Technical Committee, Board, etc.).		
WG – Balloting	The change request is being balloted by the WG.	Yes	WG – Adopted SC – Pending
		Conditional	WG – Approved-Pending
		No	WG – Update-needed
WG – EditorialReview	The document or request has been approved but requires the document state/status changed, directives applied and some disclaimers added prior to beginning the approval process for publication.	Confirm	SC - Pending
WG – Pending	The document is waiting for ballot at the WG level. This is the default for Change Request creation.	Voting	WG – Balloting
WG – Update-needed	This document was presented to a Parent Body and it is being returned for update or further work.	Ready	WG – Pending
Draft	This state is used to begin a document at any level.		
Withdrawn	The document or change request has been withdrawn.	Withdraw from any state	Withdrawn

ANNEX A (informative)

Process Flowcharts

Figure A-1 through Figure A-4 were developed to help the reader understand the processes in DSP4004 and dependent documents. These flowcharts are for informational purposes to represent the processes in the DMTF and are not intended to be the canonical source for DMTF processes.

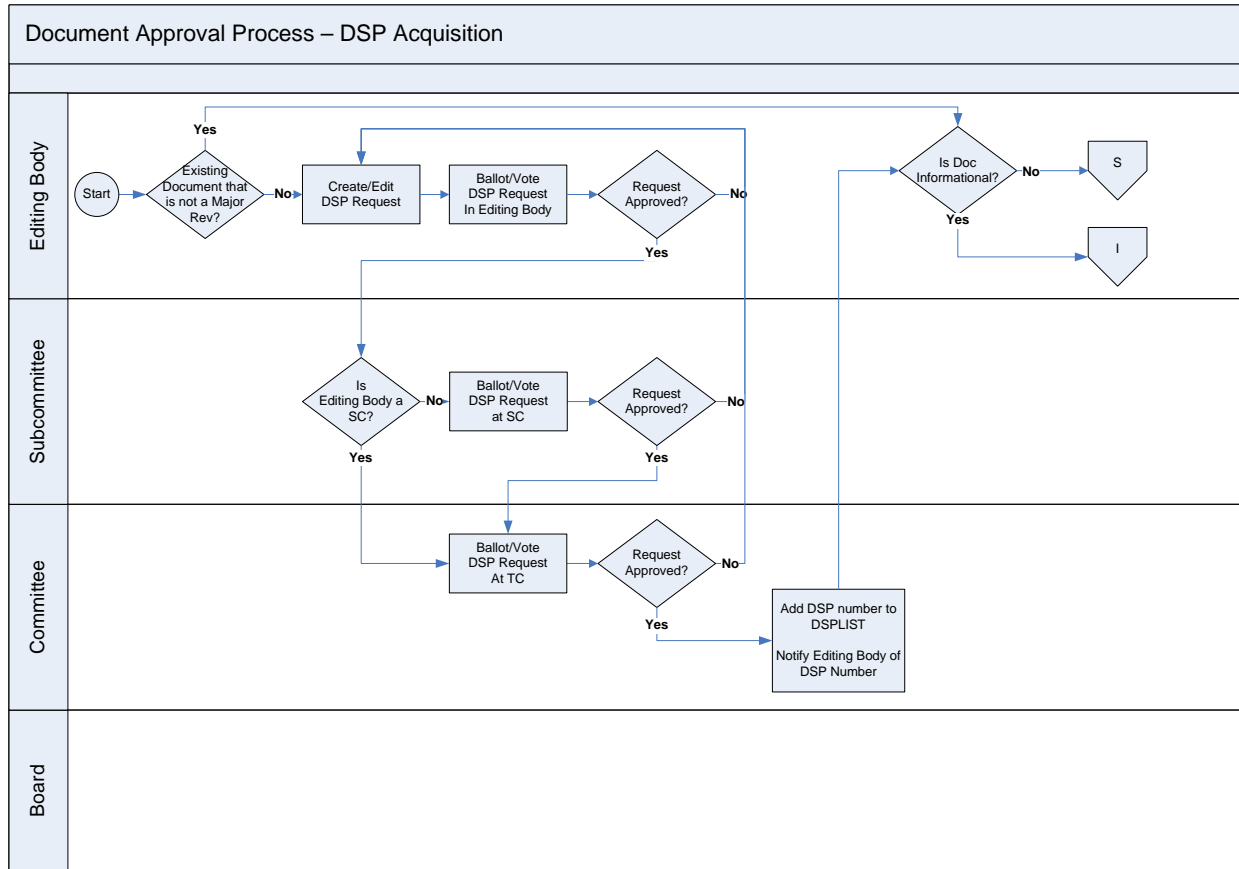
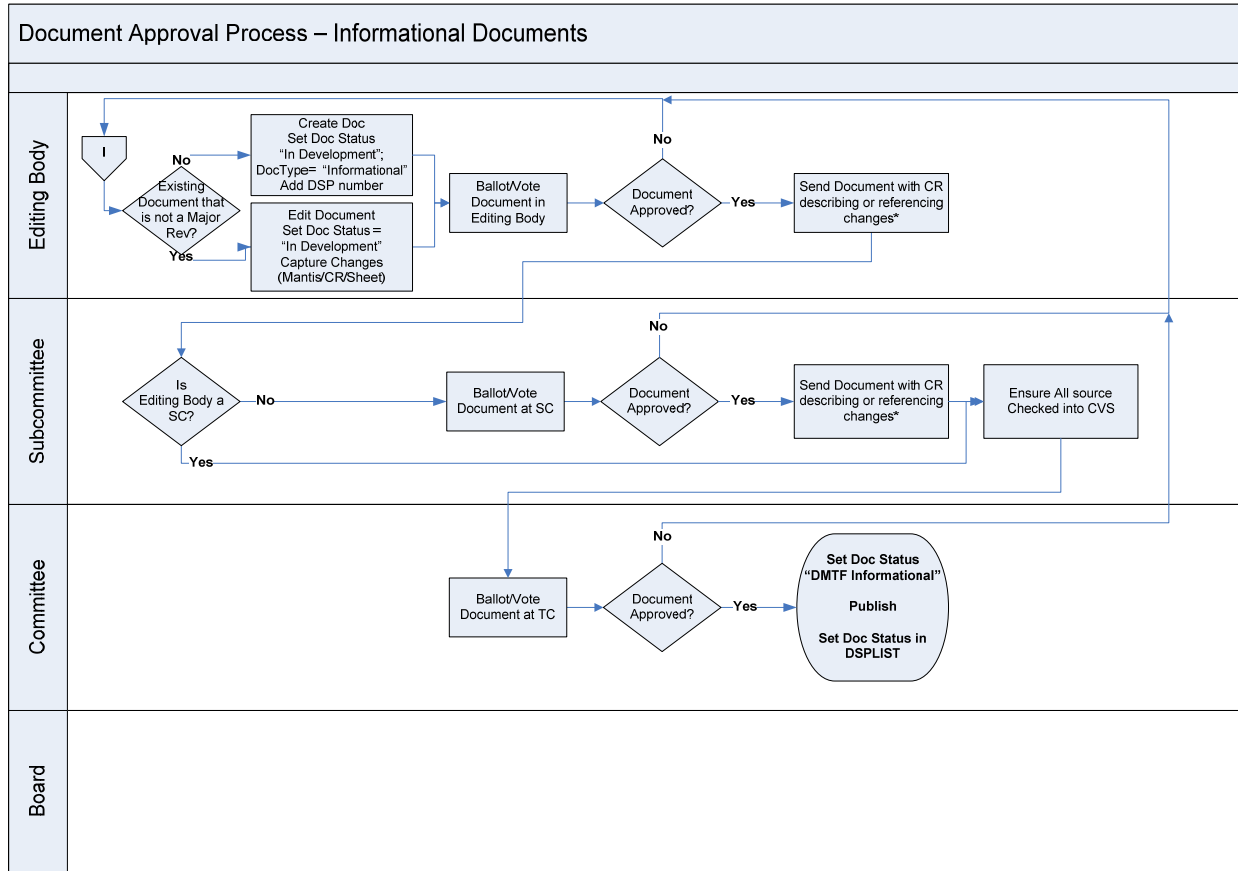
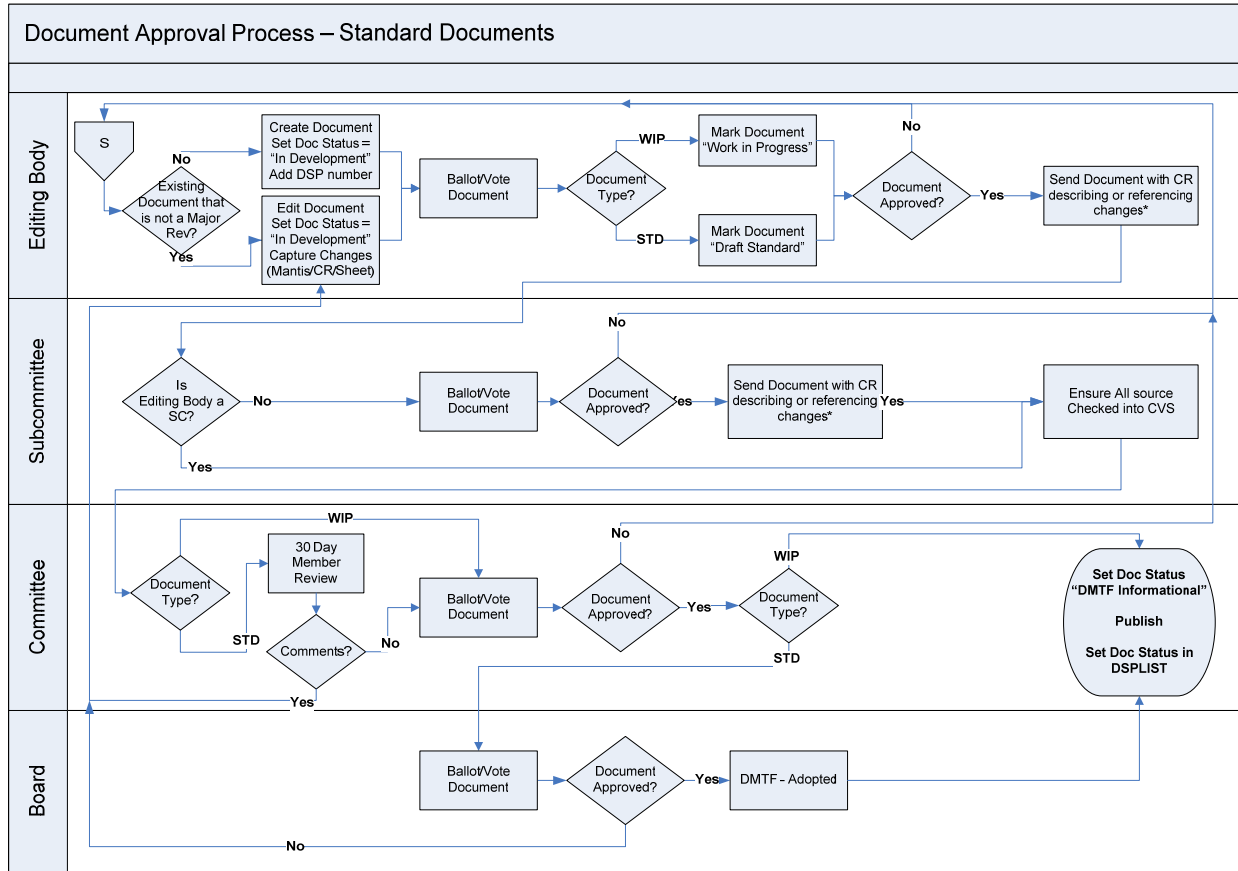


Figure A-1 – Document Approval Process: DSP Acquisition



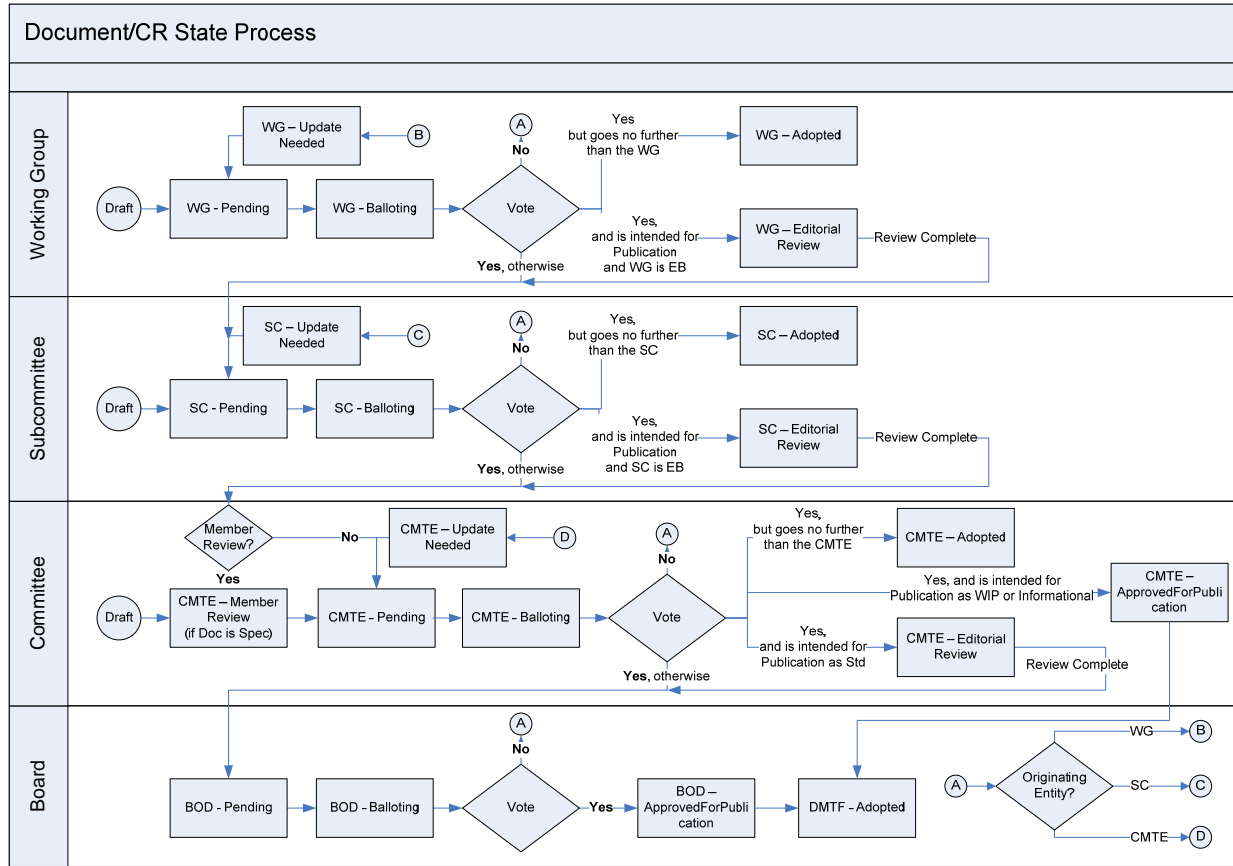
* Note that a CR for a new document needs simply say that this is a "new document" in the CR form

Figure A-2 – Document Approval Process: Informational Documents



* Note that a CR for a new document needs simply say that this is a "new document" in the CR form

Figure A-3 – Document Approval Process: Standard Documents



This is the document states, not necessarily the approval process. This is just a mapping to Kavi states to a union of our processes. Used by secretaries for tracking minutiae
 State based on Ballot Results
 Private, Withdrawn or Rejected States can occur from any other state
 CRs to be shared with upper bodies only when in states were upper bodies require action
 EB = Editing Body

Figure A-4 – Document & CR Approval States

ANNEX B (informative)

Change History

Version 1.0	December 17, 2003	T. Guay – Updated document to reflect the current V2.8 process for TC review/discussion/changes.
Version 1.01	February 23, 2004	TC review feedback from the Face to Face
Version 1.02	April 9, 2004	T. Guay – Added informational status per TC recommendation.
Version 1.0.3	May 5, 2004	Cleaned up the document based on TC comments to prepare for ballot in the TC.
Version 1.1.0	July 26, 2004	Board ballot feedback
Version 1.2	November 7, 2004	T. Guay – Changed casing of musts/etc, added the section on CVS, DSP categories, fixed the versioning to make it consistent, clarified implementation experience.
Version 1.3	July 25, 2005	T. Guay – Updated document to clarify that each specification change must have a separate CR, correct Visio version, changed CIM schema version number based on the new process.
Version 1.4	October 5, 2005	Editorial update
Version 1.5a	May 12, 2006	Process committee changes.
Version 1.6.0	January 17, 2007	Added CR Withdrawal Process and clarification on balloting
Version 1.7.0	April 17, 2007	Clarified implementation experience, versioning, maturity, marketing input, change requests.
Version 1.8.0	October 8, 2007	Changed File name to allow publishing of multiple specification versions simultaneously.
Version 2.0.0	January 14, 2009	Changed to follow new organizational structure and to eliminate the Preliminary Standard phase; restructured document.
Version 2.1.0	March, 2009	Moved Sections 10 & 11 from DSP4002 to this document (DSP4004) and added flowcharts.
Version 2.1.1	May, 2009	Updated source document formats
Version 2.2.0	September, 2009	Updated to include DR process and Comment Resolution Process. Updated the document to the new DSP Template
Version 2.3.0	June, 2010	Clarified Comment Resolution Process, limited DRs to only being necessary for document requests and no longer necessary for approval of the document itself, and updated the approval state tables & diagrams.
Version 2.4.0	January, 2011	Clarified Work In Progress Disclaimer

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