DMTF Conformance Program Formation Process

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Notice

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1 Conformance Program Formation

This document describes the formation requirements for a Conformance Program. The following steps are required to gain final approval from the DMTF Board of Directors.

1.1 Conformance Program Proposal

A proposal to form a Conformance Program must be submitted in writing to the Chair of the Interoperability Committee. Proposals may be submitted by any member of the Interoperability Committee. The Interoperability Committee Chair then hosts a discussion with the Interoperability Committee. The goals of the discussion are to determine if the Conformance Program Proposal aligns with the strategy and focus of the DMTF, what existing Conformance Programs are available in the industry, whether cooperative relationships with standards outside the DMTF might be necessary, and so on. The Interoperability Committee must strive to come to a consensus that the proposal has defined benefits for the DMTF members, but failing achievement of a consensus, a formal ballot to accept the proposal should be held and must pass with 75% or better approval and shall proceed to identify an interim sponsor, after which time the Chair will forward the Conformance Program Formation Proposal request to the Board of Directors for the approval addition of an Interim Conformance Program.

1.2 Conformance Program Sponsor Identification

After the proposal for the Interim Conformance Program is approved by the Board of Directors, an announcement is sent to all DMTF Voting Member companies by the Interoperability Committee Chair soliciting interested participants to attend one or more teleconferences or face-to-face meetings. The purpose of these meetings is to identify a Sponsor for the Conformance Program. A Conformance Program Sponsor must be a Forum or Subcommittee of the Interoperability Committee.

If an existing DMTF Forum or Subcommittee of the Interoperability Committee agrees to become the Conformance Program Sponsor, it will act as the interim Program Sponsor for the Conformance Program Formation.

If the Interoperability Committee Chair and interested participants cannot reach a sponsorship agreement with an existing Forum or Subcommittee of the Interoperability Committee, then the Interoperability Committee Chair and interested participants will act as the interim Program Sponsor and the Conformance Program Formation activity must include the proposal and...
creation of a new DMTF Forum or Subcommittee per DMTF processes defined in DSP4002.

The interim Program Sponsor shall lead the formation process for the Conformance Program.

1.3 Conformance Program Formation

After the interim Program Sponsor has been identified, all interested individuals and the interim Program Sponsor will meet to discuss goals, create the required conformance program documents (see 1.3.1 below), and formulate a timeline. An interim internal subgroup page may be created on the DMTF web site under the Interoperability Committee member area at this point to facilitate discussion and coordinate meetings. The Chair of the Interoperability Committee is responsible to the interim Program Sponsor for providing insight and observations about the DMTF, any requested help in anticipating Committee, Subcommittee, Forum and/or Board questions and responses, and answers to procedural questions.

1.3.1 Conformance Program Deliverables

The following deliverables are required for final Board of Directors approval of a Conformance Program. For convenience, templates and descriptions for items 1, 2, and 3 of the below deliverables are available in the Conformance Subcommittee Conformance Program “Conformance Templates” documents folder.

1. Conformance Program Checklist
2. Conformance Program Goals and Objectives
3. Conformance Program Policies and Procedures
4. Charter for new DMTF Forum or Subcommittee as Program Sponsor (if needed per section 1.2 above)

1.4 Conformance Program Submission for Approval

When all Conformance Program Deliverables have been completed, the interim Program Sponsor will submit the required documents to the Interoperability Committee Chair. The Interoperability Committee Chair then verifies the submitted information contains all the required documents. If no issues exist, the documents are sent to the Interoperability Committee for an informational ballot soliciting feedback on the proposal following the normal ballot process. No binding vote need be held. Issues with the Conformance
Program documents should be raised in the informational ballot and then worked to closure. Once the issues raised are closed or the submitter cannot further reconcile resolutions to issues raised, the proposal goes to the Board for final approval.

2 Final Program Approval

After Board of Directors approval of the Conformance Program, the Interoperability Committee Chair will send a second announcement to all DMTF members indicating the formation of the new Conformance Program. The Program Sponsor may then schedule and conduct official Conformance Program business.

Appendix A – Change History

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>Version 0.3</td>
<td>August 2008</td>
<td>Initial document creation</td>
</tr>
<tr>
<td>Version 0.5</td>
<td>September 2008</td>
<td>Sub-Committee review</td>
</tr>
<tr>
<td>Version 1.0.0a</td>
<td>September 2008</td>
<td>Sub-Committee version for ballot in the Conformance Sub-Committee</td>
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<tr>
<td>Version 1.0.0b</td>
<td>September</td>
<td>Interoperability Committee review</td>
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<td></td>
<td>October 27, 2008</td>
<td>Process Committee DSP Request and review</td>
</tr>
<tr>
<td>Version 1.0.0c</td>
<td>October 28, 2008</td>
<td>Conformance Subcommittee edits</td>
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<tr>
<td>Version 1.0.0d</td>
<td>November 11, 2008</td>
<td>Conformance Sub Committee edits as approved at the committee level</td>
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<tr>
<td>Version 1.0.0d-redline</td>
<td>December 1, 2008</td>
<td>Edits as approved at the interoperability level based on recent ballot feedback</td>
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<tr>
<td>Version 1.0.0e</td>
<td>December 1, 2008</td>
<td>Clean version for ballot at the interoperability committee level</td>
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</table>

Appendix B – Acknowledgements

The authors wish to acknowledge the following members:

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