OpenPrinting

Release Procedure

Version 1.01
June 04, 2008

Abstract

The OpenPrinting Release Procedure defines the process by which an entity to submit, obtains approval and release work products, including but not limited to documentation, designs, specifications, application programming interfaces, software and support materials in connection with the OpenPrinting initiative.

Copyright Notice

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1. Introduction

This purpose of this document is to define the procedure for an entity to submit, obtain approval and release work products in connection with the OpenPrinting (OP) initiative. Work products include but not limited to documentation, designs, specifications, application programming interfaces, software and support materials.

Work products differ in content and format and for these reasons customization of the process is needed for specific classes/types of work products. These processes have been identified as "specific work product processes" and are applied in addition to the general process/processes.

1.1   Organizational Structure

The diagram below provides an understanding of OpenPrinting organization to aid the submitting entity with an understanding of the relationship be the various OpenPrinting working groups.
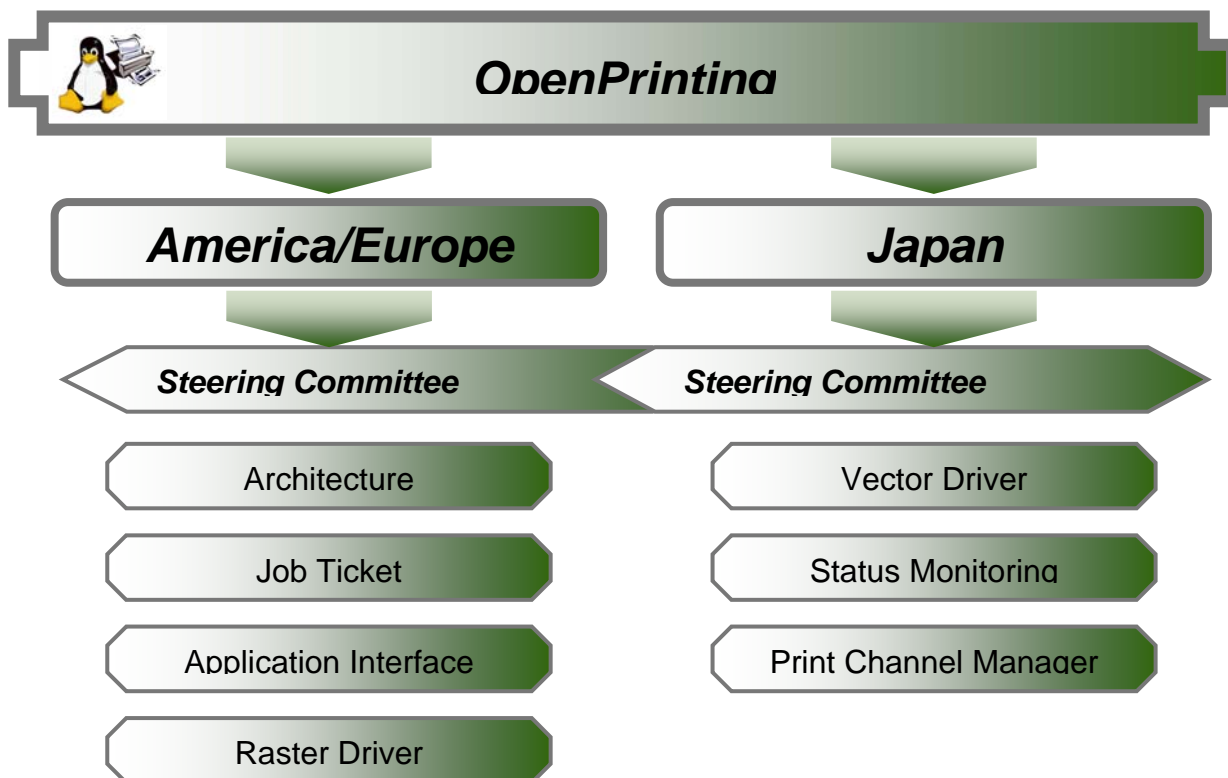
2. Overview of the Process

The following is an overview of a submission, review, approval and release of a work product.   At any point in the process the work product may be rejected and returned to the submitting entity for update and/or corrections.   Updated work products shall be submitted as a new work product submission.

1. Work Product Submission
   a. Work product shall be complete and formatted for release
   b. All supporting information shall be included
   c. A Work Product Submission/Disposition Form shall be completed.
   d. Send Work Product Submission Package to OpenPrinting Steering Committee
2. Reviews
   a. Steering Committee
      i. A review of the Work Product Submission Package shall be done to determine completeness.
      ii. A priority and review completion schedule shall be assigned to the Work Product Submission Package for review by working groups
      iii. A Steering Committee member shall be assigned as the champion for coordinating and tracking the review process within the working groups. The champion shall not be an author of the Work Product Submission Package.
      iv. The Steering Committee shall review the progress and disposition of all active Work Product Submission Packages at each steering committee meeting.
   b. Working Groups and/or Individuals
      i. The Steering Committee Champion shall task the Architecture Team to review the Work Product Submission Package for architectural and technical consistency and provide a written report on the disposition.
      ii. The Steering Committee Champion shall task the other working groups, as appropriate, to review the Work Product Submission Package for technical content and provide a written report on the disposition.
      iii. The Steering Committee Champion shall task individuals with specific domain knowledge and as appropriate to review the Work Product Submission Package for technical content and provide a written report on the disposition.
      iv. The Steering Committee Champion shall collect and summarize the disposition comments on the Work Product Submission Package and provide a recommendation to the Steering Committee for general public review or rejection of the Work Product Submission Package.
   c. General Public Review
      i. The Steering Committee Champion shall post the Work Product Submission Package along with the disposition summary report on the OpenPrinting ftp site and send an email to all OpenPrinting working groups and those email distribution lists provided in the submission package requesting a 30 day review.
      ii. The Steering Committee Champion shall collect and summarize the general public comments and update the summary disposition for the Work Product Submission Package and provide a recommendation to the Steering Committee for approval or rejection.

3. Approval
    a. Steering Committee
        i. A review of the Work Product Submission Package disposition information and the recommendation from the Steering Committee Champion shall be conducted to determine approval or rejection status of the Work Product Submission Package.
4. Release
    a. Approved Work Product Submission Package shall be posted by the Steering Committee Champion on the OpenPrinting ftp site and an email send to all OpenPrinting working groups and those email distribution lists provided in the submission package noting the release of the Work Product.

3. Work Product Submission

3.1   Work product shall be complete and formatted for release

A work product or any component of a work product shall conform to following minimum format and/or content information. Exceptions to the minimum format/content shall be noted and approved before the Work Product Submission Package is send to working groups. If there is more than one category below that a work product may below to, then the combined format/content shall apply.

Work Product Type	Contains					Supports	Comments
	OP Logo	OP Copyright	OP MIT License	Authors	Version / Date	The 3 type of API's	
Documents							
Simple Text		X	X	X	X		
Rich Text	X	X	X	X	X		
PDF	X	X	X	X	X		
Design							
Diagrams	X	X	X	X	X		
Documents	X	X	X	X	X		
Specifications							
Document	X	X	X	X	X	X	
Application Programming Interface							
Document	X	X	X	X	X	X	
Code Files		X	X	X	X	X	
Software							
Source Code		X	X	X	X	X	

3.2   License

All work products shall be copyright by OpenPrinting and those individuals and/or companies that contributed to the software work products.   Individuals and/or companies shall be listed in alphabetical ordering but can be group by editor(s), author(s) and/or contributor(s).

Software work products shall be copyright and licensed with one of the following:

- MIT Copyright/License. See http://www.opensource.org/licenses/mit-license.php
- CPL Copyright/License. See http://www.opensource.org/licenses/cpl.php
- BSD Copyright/License. See http://www.opensource.org/licenses/bsd-license.php

3.3 All supporting information shall be included

Supporting information in this context shall refer to collateral information that an entity would need to use or implement the work product that is not considered part of the work product. The supporting information shall be either supplied with the Work Product Submission Package or reference by a URL.

3.4 A Work Product Submission/Disposition Form shall be completed

Appendix A contains a sample Work Product Package Submission Form. All area, except those in gray, shall be filled out by the submitter of the Work Product Package. Areas that do not apply shall be denoted by "N/A". Additional information may be supplied with the Work Product Package Submission Form if there are exceptions from this or other procedures that would aid in the review and disposition of the work product. In completed form shall result in rejection of the Work Product Package.

3.5 Send Work Product Submission Package to OpenPrinting Steering Committee

The Work Product Submission Package and Work Product Submission Form shall be bundled as zipped, tarred and/or placed in a single top-level directory. The bundled may be sent by email, stored on the OpenPrinting ftp site or any other location accessible to any individual in OpenPrinting. An email shall be sent to the OpenPrinting Steering Committee mail list (only) requesting execution of the release process for the specified Work Product Package.

4. Reviews

All work products and their associated components shall be reviewed by at least the OpenPrinting Steering Committee and the OpenPrinting Architecture Team. Other reviews shall be done on a "as required" basis.

4.1   Steering Committee

The Steering Committee shall review the Work Product Submission Package and Work Product Submission Form before it is reviewed by OpenPrinting working groups. (This eliminates wasting time of the working groups of incomplete submissions.) Appendix B contains the "Individual Entity & Summary Work Product Package Disposition Form" to be used for the review. The Steering Committee shall also validate the Work Product Submission Package and Work Product Submission Form in accordance with Section 3.1 of this document.

After successful deposition of the Work Product Submission Package and Work Product Submission Form, the Steering Committee shall assign a priority along with a top-level review completion schedule. A priority of 1 is the lowest priority and a priority of 10 in the highest. The review completion schedule shall include major milestone dates. (The review completion schedule shall be updated by the Steering Committee Champion for the Work Product Submission after all review entities have been identified.)

The Steering Committee will assign a member of the Steering Committee to the champion for coordinating and tracking the review of the work product. The champion shall not be an author of the Work Product Submission Package.

The Steering Committee shall review the progress and disposition of all active Work Product Submission Packages at each Steering Committee meeting.

4.2   Working Groups and / or Individuals

It shall be the responsibility of the Steering Committee Champion to determine and request working groups and/or individuals to review and report on the disposition of the specified Work Product Submission Package. At a minimum the Steering Committee Champion shall request the OpenPrinting Architecture Working Group to review the Work Product Submission Package. It shall be the responsibility of the Steering Committee Champion to track reviews by working groups and/or individuals and report to the Steering Committee. It shall be the responsibility of the Steering Committee Champion to summarize and report to the Steering Committee the separate and summarized (final) deposition from the working groups and/ individuals.

Appendix B contains the "Individual Entity & Summary Work Product Package Disposition Form" to be used for reviews. All review working groups and/or individuals shall complete and submit a "Individual Entity & Summary Work Product Package Disposition Form".

4.3 General Public Review

It shall be the responsibility of the Steering Committee Champion to post the Work Product Submission Package along with existing disposition summary reports on the OpenPrinting ftp site and send an email to all OpenPrinting working groups and those email distribution lists provided in the submission package requesting a 30 day review.

The Steering Committee Champion shall collect and summarize the general public comments/feedback and update the summary disposition for the Work Product Submission Package and provide a recommendation to the Steering Committee for approval or rejection.

5. Approval

The Steering Committee shall evaluate the Work Product Submission Package disposition information and the Steering Committee Champion recommendation to make an approval or rejection status of the Work Product Submission Package.

6. Release

Approved Work Product Submission Package shall be posted by the Steering Committee Champion on the OpenPrinting ftp site and an email send to all OpenPrinting working groups and those email distribution lists provided in the submission package noting the release of the Work Product.

APPENDIX: A - Work Product Package Submission Form

Work Product Title:				

SC Champion:				Priority:

Reviews:	Entity	Start Review Date	End Review Date	Disposition

Submitter:		Date:

Work Product Type: ☐ Specification   ☐ White Paper   ☐ Software

Work Product Description:	

Work Product Location:	

Work Product Submission Components:	Title	Date	Version

External / General Public Review Entities:	Email Address	Entity

APPENDIX: B – Individual Entity & Summary Work Product Package Disposition Form

Work Product Title:			
SC Champion:		**Priority:**	
Review Entity:		**Date:**	
Work Product Type:	☐ Specification	☐ White Paper	☐ Software
Work Product Location:			

Work Product Components:	Title		Date	Version
	Review Comments:			
	Disposition:			

Work Product Components:	Title		Date	Version
	Review Comments:			
	Disposition:			

Work Product Components:	Title		Date	Version
	Review Comments:			
	Disposition:			

APPENDIX: C - Work Product Package Tracking Form

Work Product Title:			
SC Champion:		**Priority:**	
Work Product Type:	☐ Specification ☐ White Paper ☐ Software		
	Entity	**Date**	**Comment / Disposition**
Submission:			
Reviews:	**Steering Committee:**		
	Architecture Team:		
	< > Team:		
	< > Team:		
	< > Team:		
	General Public: Foo1		
	General Public: Foo2		
	General Public: Foo3		
Approvals:	**Steering Committee:**		
Release:	**Steering Committee:**		
Release Locations:			

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Contributors

Change Log

Date	Affected Version	Author	Change
2004.08.26	-----	Glen Petrie	Original Document
2008.06.04	V0100	Glen Petrie	Removed all reference to FSG. Removed section 3.a.ii and relate content associated with the "FSG Board of Directors".

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