

Messaging, Malware and Mobile Anti-Abuse Working Group

M³AAWG Document Process Overview

October 2015

Purpose

The purpose of this document is to summarize the M³AAWG document writing process. It complements the comprehensive [M³AAWG Document Development Guidelines](#) available on the [Processes for Chairs](#) page at <https://www.m3aawg.org/members/processes-for-chairs>.

The Document Cycle

Getting Started

Successful M³AAWG documents have:

1. A clear purpose/scope
2. A well defined audience
3. An effective team to create the document and manage the process

To facilitate the startup process, the [Document Launch Template](#) (see below and also available as a Word file under "[Creating Documents](#)" on the [Processes for Chairs](#) page) needs to be completed by the sponsoring committee chairs in conjunction with the writing team. Before continuing with any further development, it is critical that the sponsoring committee chairs and the appropriate Senior Technical Advisors review the framework outlined in the Template to ensure the team is aligned on the document's direction and purpose.

Writing

Writing teams may use whatever process works best for them; however, successful writing teams in M³AAWG often share these common attributes:

1. Hold regular meetings
2. Are organized as a small, focused team
3. Keep the committee chairs current on the document's progress

Final Edits and Approval

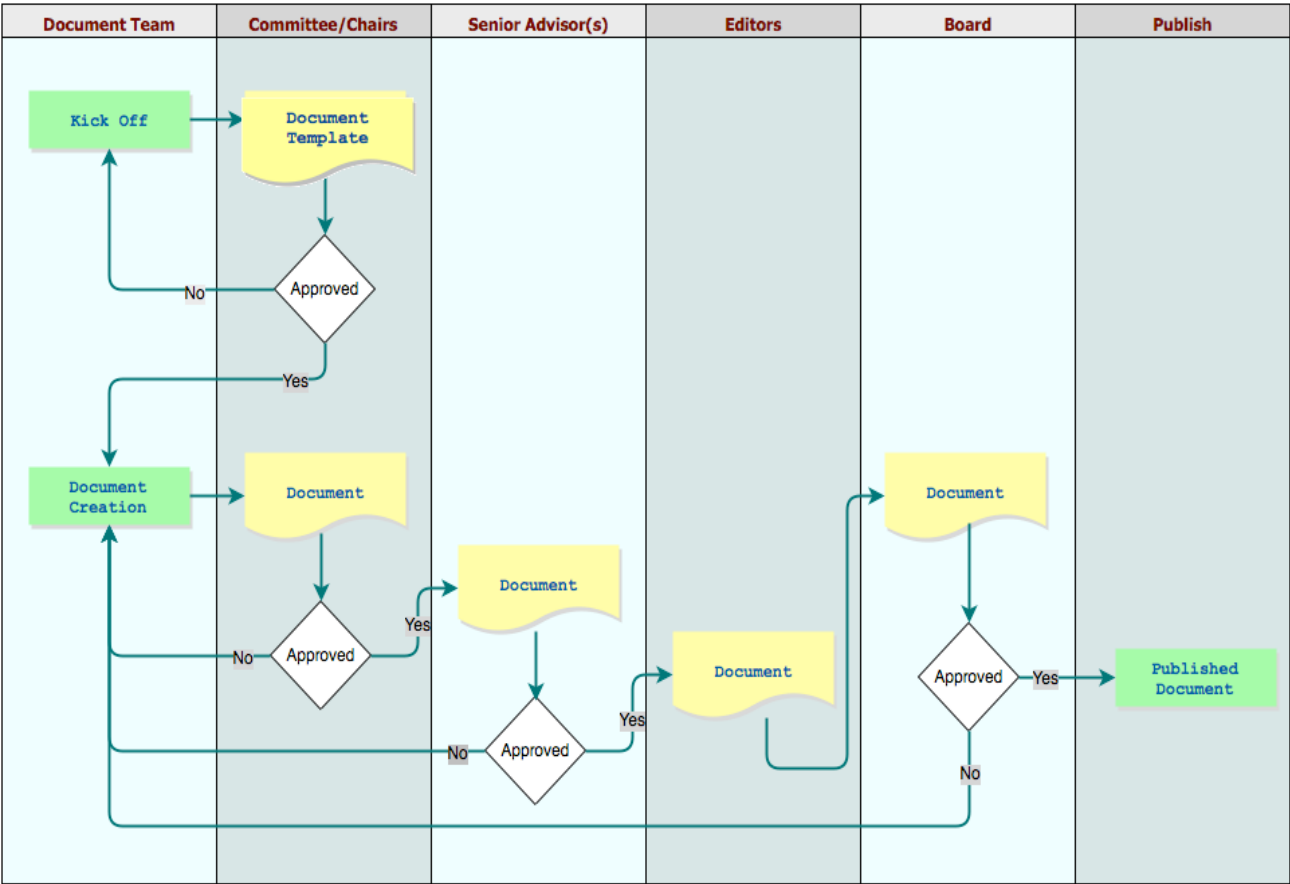
Once the document is nearing final form and content, the writing team should bring in a larger group of content reviewers from the sponsoring committee. The team should work with the committee chairs to identify appropriate representatives.

The final document needs to be reviewed and approved by the sponsoring committee and a Senior Technical Advisor before being submitted to the copyediting team for clarity, style and other adjustments. The writing team needs to ensure that any copyediting does not change the technical meaning of the document. The committee chairs and the primary authors review the document before it is submitted to the Board of Directors for publication approval. There may be several committee/chairs reviews or Board reviews before final publication.

Summary Flow Diagram

The following diagram illustrates the document creation and publishing flow. For details related to specific phases and the different roles involved with writing documents, please see the [M³AAWG Document Development Guidelines](#) available from [Processes for Chairs](#) page on the Members website.

Document Process Overview Flow



M³AAWG Launch Document Template

Note: This is a living document and should be updated if any of the information below changes: 1) Post the completed template as the first draft when you create the Document Home Page in your committee's website document tracking system. 2) Also post any updates to this template in the document tracking system as the document progresses.

Document: Document Name

Project Role	Name	Company	Email
Committee Chair(s) Who is responsible for this document?	1) 2) 3)	1) 2) 3)	1) 2) 3)
Champion(s) Need two or more	1) 2) 3)	1) 2) 3)	1) 2) 3)
STA(s) Need at least one	1) 2)	1) 2)	1) 2)
Writer(s) - Can be more than two	1) 2)	1) 2)	1) 2)
Contributor(s) - Can be more than two	1) 2)	1) 2)	1) 2)
Editor(s) - <i>assigned later</i>			

Description of the document:

Scope and/or purpose: What should this document cover? What is considered to be out of scope?

Who is the audience for this document?

Target completion date:

Form updated October 2015