

# Official Checklist

**Worksheet - Community Contributions**

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| **Practice** | **Implementation** | **Notes, Action Items** |
| Community contributions are reviewed and approved according to a defined process. | * Complete * Partial * Not available * Not applicable |  |
| A determination is made whether an employee’s proposed contribution is work-related or non-work-related based upon an existing guideline. | * Complete * Partial * Not available * Not applicable |  |
| A mechanism is used to determine whether any of the organization’s departments or business units object to the proposed contribution. | * Complete * Partial * Not available * Not applicable |  |
| Copyright ownership of the planned contribution is clarified. | * Complete * Partial * Not available * Not applicable |  |
| A mechanism is used to initiate and plan company contributions of financial support, labor, code, or other intellectual property to community projects. | * Complete * Partial * Not available * Not applicable |  |
| Company contributions to open source communities are tracked. | * Complete * Partial * Not available * Not applicable |  |
| A mechanism is used to review and decide on “Contributor License Agreements”. | * Complete * Partial * Not available * Not applicable |  |

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