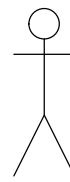


Product Owner



Revision Team



Author(s)

STAGE 1: LAUNCHING OF THE REVISION PROCESS

- Prepare Revision Plan: deadline for the stages, guidelines and scope, and put it with the document under revision [1].
- Create the Revision Cycle Branch (RC Branch) and upload the document to be revised to the RC Branch.
- Update the status of the document in the wiki page "List of Documents" [2] to "In Revision" and add a reference in the ReadMe.
- Select the revision team through the Issue Tracker tool [3]: Committers of the project and Contributors.

STAGE 1: LAUNCHING OF THE REVISION PROCESS

- Confirm/Deny the participation in the revision (Issue Tracker tool [3]).

STAGE 2: THE REVISION PROCESS

- Interact with the Revision Team in order to clarify comments when needed (Issue Tracker tool [3]).
- Analyze the contributions/additions made with the support of the Author(s)
- Extend the deadline for receiving comments if required.
- Notify both the finalization Of the process and the extension to the revision team members (Issue Tracker tool [3]).

STAGE 2: THE REVISION PROCESS

- The Committers include the comments/ contributions directly on the document under revision.
- Contributors comment using the Issue Tracker tool: put label, relevance (high, medium, low) and significant description [3].
- Notify the end of the revision (Issue Tracker tool [3]).

STAGE 2: THE REVISION PROCESS

- Interact with the Revision Team in order to clarify comments when needed (Issue Tracker tool [3]).
- Support the Product Owner in assessing the contributions and editions made.

STAGE 3: THE APPROVAL PROCESS

- Accept or reject editions and contributions with the support of the Author(s) for final implementation.
- Resolve conflicts.
- Implement final changes in the document under Revision.

STAGE 3: THE APPROVAL PROCESS

- Support the Product Owner in approving and/or rejecting comments for final implementation

STAGE 3. Is it ready for publication?

- Notify the approval/ rejection (Issue Tracker [3]).

No

Yes

STAGE 4: REVISION CLOSING

- Merge the RC Branch to the master branch. [1].
- Close the Review Process and send a notification (Issue Tracker tool [3]).
- Update the status of the document in the wiki of the Project to "Revised" [2].

REVIEW PROCESS

- Launch the process

Web locations:

[1] https://github.com/openETCS/<repository_name>/tree/master/<directory_of_document_under_revision>

[2] https://github.com/openETCS/<repository_name>/wiki/Lists-of-documents

[3] https://github.com/openETCS/<repository_name>/issues?state=open