# Common Component Specification Project

# Charter Document

## Introduction

Progress together with it’s partners, will create Common Component Specifications for the used in building modern ABL applications. A Common Component Specification is defined as set of ABL Interfaces and APIs that make up a major sub-system of an OpenEdge Reference Architecture(OERA) modernization framework. Specific explames of Common Component Specifications include: Security, Session Management and Logging.

The transformation of OpenEdge applications is happening globally with a number of different modernization frameworks. These frameworks are developed indepent of each other and are not based on any standards. It is our goal, working together with framework vendors and partners, to produce a unified and minimum set of standard specifications for these frameworks. Such specifications will include API definitions and interfaces,expected behavior and other collateral to sufficiently define the component. Compliance to common component specification would enable the components of different framework components to work interchangably thus providing the end user the flexibility to swap componenets based on their merit. Compliance will offer end users the ability to choose between implementations. In addition, end users will be able to switch implementations with a minimal amount of porting effort. Finally, the Common Components specifications would also enable creation of standard tools that can be used across multiple framework vendors thus providing more productivity to end users of the frameworks. The specifications will be based on the OpenEdge Reference Architecture. (provide URL)

## About the Common Component Specification Project

Progress wishes to create a participant pool with representatives from our global community of customers and partners. This group will work with the goal of providing governance to produce a common component specification for applicaiton modernization frameworks.

## CCS Governing Bodies

The Common Component Specification has two sets governing bodies:

1. The CCS Steering Committee.
2. CCS Project specification teams.

There may be many CCS Project Specifcation teams but there is only one CCS steering committee.

## Charter of the Steering Committee

The steering committee has the following charter:

1. Define and drive the standardization process.
2. Identify and resolve process issues.
3. Approve specification proposals from community members.
4. Approve final specification submissions from project teams.
5. Disband dormant Project Team specification efforts.

## Selection of the Common Component Steering Committee

The initial make up of the Common Component Steering Committee will be as follows:

1. It will be chaired by Progress Software
2. It will be contain 5 voting members
3. Progress Bravepoint will be a voting member independent of Progress
4. Two additional framework vendors will be asked to serve as voting members of the steering committee

## CCS Specification Teams

A CCS Project Team is a group of community members working on CCS specification. Every specification team has a team lead and and three separate community members from three separate companies working on the team.

Any community member can submit a specification proposal to the CCS Steering Committee. If the CCS steering committee approves a specification proposal, the community member submitting the proposal becomes the Project Team lead.

The Project team lead must invite other community members to participate on the project team. The invitation must be open to the community and have an invitation period of two weeks *(need to decide on the mechanics of how this get’s done).*

To proceed with the specification effort, the project lead must create a specification team of at least three community members from three different companies agree to participate the spefication project team. The speficication lead can decide to cap the participants at six team members from six companies. During the two week invitation period the specification lead can not reject community members as specification team members if the current team has less that six people from six separate companies on it. Once the invitation period has closed, the project team lead is not required to allow additional people on the team so long as he has three team members from three separate companies.

### Team Lead Responsibilities

The team lead’s responsibilities are as follows:

1. Organize a community mailing list to the team to communicate and for non-team members to observe on.
2. Recuriut and identify team members.
3. Organize regular meetings with team members to move the specification forward.
4. Deliver the specification on the time frame made in the speficiation proposal and on the objectives identified in the specification proposal.
5. Remove team members who are not participating in the specification effort.

### Team Member Responsibilities

Specification team members have the following responsibilities

1. Commit two to three hours a week working on the specification.
2. Attend team meetings on a regular basis.
3. Provide constructive feedback and suggestion that help advance the objectives of the specification.

## The Specification Process

The high level specification process is as follows

1. Community member submits speficiation proposal to the CCS steering committee.
2. CCS steering committee approves or rejects the proposal (criteria to be defined).
3. If the CCS steering committee accepts the proposal, the submitter of the proposal forms a specification project team. The Specificaiton Team using the standard community specification template begins working on the specification. The specification is expected to contain APIs and Interfaces for the component and how the component interacts with other specifications.
4. The specification project team completes a *Community Review Draft* of the specification to be submitted to the steering committee. Within 14 days the steering committee will either approve or reject the *Community Review* Daft of the specification.
5. If the *Community Review Draft* of the specificationis approved the specification is published to the entire community for a review period no shorter than thirty days and no longer than 90 days.
6. After the community review period is over, the CCS specification team incorporates comments it received from the community and a works towards a proposed final draft.
7. When the specification team is ready, it submits a *Proposed Final Draft* of the CCS specification fro approval to the steering committee. Upon submitting the a speficication to the CCS steering committee, the CCS steering committee has two weeks to either approve or reject the specification.
8. If the Steering Committee approves the *Proposed Final Draft,* the specification becomes a CCS versioned and approved specification.

## Commitment

### Progress’s commitment to our committee members

As part of our ongoing commitment to this committee, Progress is dedicated to providing the open platform for the exchange of ideas and ultimately the agreement of specifications for each component.

### Participant commitment to the Project

Participation in this committee demonstrates a member’s commitment to Progress’s Common Component Specification Project success. For the project to be effective participants are required to adhere to the following:

* Timeline – Participants must commit to a one-year term.
* Attendance – The Steering Committee will meet every two weeks for 1 hour to hear updates on projects and address concerns. The Project Leads and Project Members are expected to work on assigned tasks inbetween Steering Committee meetings to drive the creation of the specification without bias.
* Engagement – Each Participant is eligible and may be asked to perform the role of Project Leads and Project Members for specific components. Each Project Lead will be assigned a component and between 2-4 Members will be selected to work with the Project Lead on the specification.
* Representation – As a member of the Progress Common Component Specification Project, you are intended to represent the interests of the broader user and partner community, rather than your individual company.
* Confidentiality – All communications among Common Component Specification Project members and with Progress about the specifications, components and process are confidential. Progress expects participants to uphold their confidentiality and NDA agreements at all times.

## Benefits

* Access to early specification during the request for comments phases of the specifications
* Influence over the direction of a specification for a component

## Participant Criteria

The Project team will consist of Progress employees, End Users, Partners and Service Delivery Partners from the Progress community. Participants may be from any size or type of end user or partner company, from any location globally. Please note that regularly scheduled meetings will be conducted during normal business hours in the Eastern Time Zone of the United States.

## Participant Termination

Progress reserves the right to terminate a participants participation from the Common Component Specification Project at any time. Termination of a membership may result from:

* Missing two or more consecutive regularly scheduled meetings
* Misconduct (such as inappropriate behavior in meetings or abuse of their position on the Common Component Specification Project for personal gain)
* Contravening the disclosure or confidentiality clause of the Common Component Specification
* Violating the intent and philosophy of the Common Component Specification Project charter in any way

## Roles in the Common Component Specifications Process: (Discuss with Sunil).

* Steering Committee (SC): Steering Committee will be comprised of five member team and include people from within and outside of Progress. SC will elect a chairman for a duration of 1 year. The goal of Steering committee is to prioritize, find leaders and provide general governance for all component specifications. Chairman will have final authority over any disputes in SC.
* Project Lead (PL) – Project lead is appointed by SC and leads specified component specification. Project lead is a participant (PT) in the Component specification project. PL is expected to form his own team of Project Members (PM) and will drive the team to follow the process and deliver on the specifications. A total of 3-4 weeks of effort is expected from the PL during 8-16 week process of creating a specification. PL will resolve any conflicts and may bring any issues to SC for resolution. PL will provide regular updates to the SC on the progress of the component specification.
* Project Member (PM) – Project Members are selected by PL from a pool of Participants in the component specification process. PM is expected to take direction from PL and expected to complete all assigned tasks in the given timeframe. PM have the ability to influence the direction of the specification and will be part of the process of creation of specifications.
* Participant (PT) – Any member who has signed contracts and agreements for Common Component Specification Project are known as Participants (PT). On boarding of the PT will be based on certain criteria (TBD) and is by invitation only. PT can have multiple roles in different projects and can be member of SC, PL, PM etc….PT will have ability to review specifications during the spec creation process thus influencing the direction of the specifications and get early access to specifications during the request for comments phases of the specifications.

## Participant Application

To become a Participant in this Project, you must submit an application along with your CV/Resume and a picture to [XXXXX@progress.com](mailto:XXXXX@progress.com)

Please allow 5 business days for your application to be reviewed.

Due to the popularity of this project, we are not able to accept everyone as a Participant.

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**Common Component Specification Participant Application**

**Tell Us About You & Your Company**

|  |  |
| --- | --- |
| Name |  |
| Phone |  |
| Fax |  |
| Website |  |
| Email |  |

**Where is your company HQ?**

|  |  |
| --- | --- |
| Address 1 |  |
| Address 2 |  |
| Address 3 |  |
| City |  |
| State/Province |  |
| Country |  |
| Zip/Postal Code |  |

**Tell us more about your company**

|  |  |
| --- | --- |
| Year Founded |  |
| Overview |  |
| Industry |  |
| Annual Revenue |  |
| Number of Progress-related Customers/Users Worldwide |  |

**Product, Services and Competition**

|  |
| --- |
| Which Progress technologies do you work with? |
|  |
| Describe your current level of experience with Progress Software products. |
|  |
| Describe the applications or services you current use/provide or sell: |
|  |
| Describe the combined functionality, use case, and customer benefits. |
|  |

**Participant Objectives**

|  |
| --- |
| How did you hear about the Progress Common Component Specification Project? |
|  |
| Describe what you hope to accomplish with this project? |
|  |

## Specification Proposal Form

Community members wishing to submit a CCS specification for consideration by the CCS steering committee should send an e-mail to the CCS steering committee with the following information:

* Name of and contact information of the organization or individual Submitting the Specificaiton Request
* Proposed name of the specification
* A description of the specification
  + Include why this specification in a necessary part of an overall modernization frame work for ABL applications.
  + Explain what standardization problem it solves.
  + Will the specification be based on the implementation of any existing technologies? If so which ones. Include references to these technologies.
  + Is this the initial version of the specification or is it a revision of an existing specification.
* What other community members support this specification?
* Have you identified other community members to participate in the expert group?
* On what timeline do you expect to deliver this specification?
* What compatibility requirements do you forsee for this specification?

Please return completed form and a copy of your current CV/Resume and picture to [XXXX@progress.com](mailto:XXXX@progress.com)

Please put “Participant Application” in the subject line.