# Common Component Specification Project Charter Document

## Introduction

Progress wishes to create a Common Component Specifications for the common components (boiler plate) used in building applications like security, session management etc…with the help of and for our OpenEdge community of customers and partners. The transformation of OpenEdge applications is happening globally with a number of different modernization frameworks. It is our goal to produce standard specifications which may include API definitions, interfaces 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. 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. Providing additional granularity to OpenEdge Reference Architecture will allow our customers and partners to choose any compliant framework with the confidence that a choice today does not limit choices in the future.

## 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 modernization frameworks.

## Common Component Specification Project Objectives

- To create a Steering Committee to prioritize, find leader and provide general governance for all component specifications
- To select Project Leads to lead a specific component specification
- To select Project Members to work with the Project Leads in the creation of the specifications
- To select Participants to serve as the pool of resources to choose the Steering Committee, Project Leads and Project Members from. Participants will also have the ability to review specifications during the creation process.

## 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

## High Level Common Component Specification Process

1. Five member Steering Committee (SC) meets every other week for an hour. They will prioritize the projects, get updates on different projects currently under way, and address any concerns. SC has the ability to start new projects and also adopt and evolve the process as appropriate. When a new project is started, SC will appoint Project Lead (PL) for the new project and help PL get the projects going. In working with the PL, SC may define/refine templates to be used for the specifications.
2. Once a new project has been initiated and PL has been identified, PL will form his project team of by either soliciting or picking two to four members from the Participants (PT) list. Members of the project team are known as Project Members (PM).
3. Once the team is ready, PL will use standard specification template and create different sections and drive the creation of specification. Specification is expected to contain the general functionality, how it interacts with other specifications and API's/Interfaces that define the boundary of specification. Initial version of the specification is expected to be ready in 4-6 weeks time.
4. Once the initial version is ready, initial request for comment (RFC-I) phase will start. During this time, the project team will solicit input from the PT. RFC-I is expected to last for 2-3 weeks.
5. Project team will incorporate and or address any comments from RFC-I; Project team will also create compliance rules and guidelines for the specifications.
6. As appropriate, Steps 4 and 5 may be repeated.
7. Once the changes are finalized, final request for comment (RFC-F) phase will start. During this time, the project team will solicit input from the PT. RFC-F is expected to last for 2-3 weeks.
8. After the RFC-F, first final version of the specification will be published to PT and all of Progress community and be public.
9. Based on any additional comments and concerns, SC may choose to initiate refresh of and creation of newer version of the specifications.

## Roles in the Common Component Specifications Process:

- 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.

## 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? |

**PROGRESS**

|   |
|---|
| 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**

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

Please return completed form and a copy of your current CV/Resume and picture to XXXX@progress.com

Please put "Participant Application" in the subject line.