FROM: Ed Mechler, CCP, 76105,3332
TO: Davis SEEPP, Internet:CSEP@charlie.acc.iit.edu
Norman SEEPP, Internet:norman_manny@emuvax.emich.edu
Elkadi SEEPP, Internet:elkadi@auc-acs.eun.eg
Sullivan SEEPP, Internet:psullivan@brook.edu
Burnstein SEEPP, Internet:CSBURNSTEIN@minna.acc.iit.edu
Weil SEEPP, Internet:weil@charlie.acc.iit.edu
Jayaramn SEEPP, Internet:jayaramn@westminster.ac.uk
CC: M. Barbachi, Ph.D, INTERNET:mrb@sei.cmu.edu
DATE: 3/18/96 11:32 AM

Re: Copy of: Final Outline

Volunteers,

I have not heard from Don Gotterbarn since his e-mail dated 12/15/95; if any of you have heard please let me know. I do not know the conditions of Task Force or Steering Committee; this is why Mario is cc:. Well, on with our task.

Below is the final outline; examples are getting too repeditive. It has been updated from Mannys e-mail dated 12/28/95(please Manny change anything you want) and Project Management Institutes Code of Ethics. I would suggest the next step be: each of us pick a section and add words to make it more readable i.e. Article I: Software Engineering Professionals in System Development must assure the following factors: (did mine!!!)
Please pick a section or propose another approach and let me know by 3/25/96. We will try to complete the task by 4/15/96.

Thanks

Ed

OUTLINE:

INTRODUCTION
SYSTEM DEVELOPMENT
Evaluate business affects and culture changes
Implement Ethical evaluation.
Assure proper Goals and Objectives
Assure proper Development Methodology
Assure proper Project Management
Assure proper testing, debugging, Case Tools , GUI, etc
Only approve safe and accurate documents
Assure proper privacy, accuracy, property, access and people

Assure proper estimates
Assure specifications are fully understood
Assure environmental issues addressed
Promote max productivity and min costs

PROFESSIONAL PRACTICES(Himself/Herself)

Accept responsibility in engineering decisions for safity, health and public welfare; disclose endangering/abusive factors.

results must be judged from the standpoint of society as a whole

meet changes as they occur.
departure from the norm can be justified
define "usual circumstances" should be a matter of professional judgement.
understanding of broad fundamentals.
neutrality in preparation
not serve a special interest
professionalism is to put the public's interest ahead of self interest

Put forth best effort
Show inicitive on projects
See through to successful finish
Don't try to do it all yourself
Don't ignore signs of trouble
Don't dodge the issues
View matters from others points of view
Accept full responsibility

adequate technical training and proficiency

independence in mental attitude
Due professional care
adequately planned and supervised.
Present fairly

Professional skepticism
Establishment of Quality Control policies and procedures.

Avoid conflicts of interest; disclose.
Reject bribery.
No paybacks from contracts
No political contributions, gifts, commissions, etc. for award of contract
Not accept outside work detriment to regular work
Not represent adversary interest without consent
Do not use employer equipment on outside engineering
No pirated soft/etc
Respect ownership

Service only in areas of competence

Faithful agents or trustees
Non-association with fraudulent businesses
Signature to only areas of competence
Same project-one party pay only
No decisions on services provided by self
No promotional efforts without consent
Salary appropriate to professal qualifications

Honestity in stating claims.
Objective and truthful public statements
Avoid deceptive acts
Not reveal confidential facts
Not falsify or permit misrepresentation
Admit own errors
Avoid misrepresentated statements
Responsibility to detect and report errors and irregularities

No professional compromised
Not promote own interest at expense of profession
Constructive service in civic affairs
Extend public knowledge of engineering
Prepair articles

Avoid fads
Develop ethical check lists
Develop review process
Develop contingency plans
Assure data is accurate and legitimate; kept confidentiall;
authorized use
Customer fulfillment
Recognize and report problems to proper authorities, cooperate
Inform client if project will fail

PROFESSIONAL OBLIGATIONS(Others)
Improve understanding of technology.
Improve technical competence.
Improve ethical education
Develop ethical learning
Assist collegagues in professional development.
Advance professions integrity and prestige
Support the Code
Obey the laws of the country

Not review work without other engineer knowledge
Honest criticism and credit properly.
Treat fairly all persons.

Avoid injuring others by false action.
Assure employee informed
Not attact engineer falsly

Assure only qualified signatures from others
Assignments only by educated/experience
Develop positive agreement on ownership
Assign duties to utilize for potential

Assist in development of Organization ethical environment
Assure commitment
Assure employees know
- Policies and procedures
- to protect passwords/files/soft/hard
- to cooperate with proper authorities
- to work in cometent areas
- to state opinion vs fact

Assure employers and supervisors know of code of ethics
Voice concerns
Don't supplant another engr after steps have been taken
- for employment

Fair and just compensation
Never invade another divisions domain without knowledge
Give fair hearings
Don't prevent better opportunity elsewhere