<u>Onboarding</u>

There are many options for stakeholders considering adoption of NIEM. Stakeholders may choose to contribute model content individually, adopt NIEMOpen standards and protocols for creating Message Exchange Packages (MEPs – formerly, Information Exchange Package Documentation (IEPDs)), participate in NIEM exchanges, participate in the NIEMOpen Community At-Large, join an existing Domain Space Sub-Committee, become an organization for the Advancement of Structured Information Standards (OASIS) NIEMOpen Project member or sponsor, and/or stand up and lead a NIEMOpen Domain Space Sub-Committee under the auspices of the NIEMOpen Business Architecture Committee(NBAC) Technical Steering Committee (TSC).

The NBAC TSC can assist parties in discussing their interest, prospective level of participation and potential roles in NIEMOpen Project.

The distinguishing features of a Domain Space Sub-Committee are:
- Establishes a unique, formal NIEM model functional area (Domain Space/namespace)
- Establishes the organization, governance, rules, and processes for that Community of Interest (CoI) (i.e. Biometrics, Emergency Management, or Learning & Development as examples) to manage the model content associated with the Sub-Committee's Domain Space
- Acknowledges certain responsibilities and conformance to OASIS Open Project Lightweight Rules and NBAC TSC governance rules in the execution of Sub-Committee activities.

In general, there are several common ways by which a candidate "new" Domain Space Sub-Committee is identified, nominated, and onboarded
- As part of NIEMOpen Project operations, the need for a new, unique, Domain Space may become apparent to members and NIEMOpen Project/ the NBAC TSC will explore potential candidate organizations for leadership and patronage
- As part of the NBAC TSC's and NMO TSC's routine outreach to potential "new adopters of NIEM" an organization may identify a business need that lends itself to establishing a Domain Space Sub-Committee
- An organization may approach NIEMOpen Project and the NBAC TSC and self-identify an organizational business need and interest in becoming a new NIEMOpen Domain Space and Sub-Committee.

Once the potential Sub-Committee candidate parties are identified, a sequence of administrative, technical, business, and managerial steps are tailored to support nomination, endorsement, onboarding, and instantiation of the Sub-Committee. Many of these activities can be performed in parallel. The NBAC TSC will provide a liaison to assist the candidate Sub-Committee throughout the process. A high-level listing of tasks includes:

Due Diligence

- Management (Prospective Sub-Committee)
  - Identify the organizational business need
    - Overall benefit of establishing a domain
    - Benefit to NIEMOpen Project
    - Benefit to CoIs
  - Research and demonstrate a knowledge of NIEMOpen Project in general
  - Research and demonstrate an understanding of the roles and responsibilities of Sub-Committees
  - Participate in NIEM technical training as needed
  - Identify CoI entities/ stakeholders
  - Conduct a high-level look at the types of domain data that will be exchanged via the proposed Sub-Committee
  - Identify exchange use cases and exchange partners
  - Assess resources required
  - Conduct cost-benefit assessment and proceed if warranted
- Administrative - (Prospective Sub-Committee) – identify, propose
  - Domain Space and Sub-Committee name
  - Patron organization if appropriate
  - Executive Leadership
  - Chairs/Co-Chairs
  - Support staff (management & technical)
  - Points of Contact and mailing list information
- Administrative - (Prospective Domain) Complete the *Business Need Template* (in revision) and submit to the NBAC TSC for review, validation, and feedback
- Technical - (Prospective Sub-Committee) – Identify and scope prospective model content/ exchange requirements

Planning & Key Artifacts and Actions

- Management - (Prospective Sub-Committee & NBAC TSC) - Develop Plan of Action and Milestones (POA&M) to support Sub-Committee endorsement by

NBAC TSC Chair/Co-Chairs and Sub-Committee onboarding and standup

- <u>Management</u> - (Prospective Sub-Committee) – Identify Sub-Committee roles and staffing assignments (e.g. Chair/Co-Chairs, NBAC TSC Voting Members, Technical Lead, Harmonization Representative)
- <u>Management</u> - (Prospective Sub-Committee) - Develop draft governance document
- <u>Management</u> - (Prospective Sub-Committee) - Develop draft stakeholder roster
- <u>Management</u> - (Prospective Sub-Committee) Register Individual an Entity Contributor License Agreements for key staff and organizations
- <u>Management</u> - (Prospective Sub-Committee) - Develop brief for NBAC TSC proposing new Sub-Committee

<u>Proposal, Review, and Endorsement</u>

- <u>Management</u> - (Prospective Sub-Committee) Formally propose Sub-Committee to NBAC TSC
- <u>Management</u> - (NBAC TSC Chair/Co-Chairs) solicit feedback on proposal from NBAC TSC CoI
- <u>Management</u> - (NBAC TSC Chair/Co-Chairs) review CoI feedback, prospective Sub-Committee proposal, and endorse or reject proposal and notify PGB and prospective Sub-Committee. of decision

<u>Instantiation</u>

- <u>Management</u> - (Sub-Committee) Standup domain
- <u>Management</u> - (Sub-Committee) Finalize governance document
- <u>Management</u> - (Sub-Committee) Create Standard Operating Procedures
- <u>Management</u> - (Sub-Committee) Appoint Chair/Co-Chairs
- <u>Management</u> - (Sub-Committee) Appoint NBAC TSC voting members
- Management - (Sub-Committee) Maintain a roster
- <u>Management</u> - (Sub-Committee) Schedule and hold public meetings
- <u>Management</u> - (Sub-Committee) Conduct a kickoff meeting
- <u>Management</u> - (Sub-Committee) Conduct Sub-Committee Business
- <u>Technical</u> - (Sub-Committee) Create MEPs and exchanges
- <u>Technical</u> - (Sub-Committee) Participate in harmonization and model version cycle activities
- <u>Management</u> - (Sub-Committee) Conduct outreach to stakeholders.