Methodology Overview

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Abstract

This document describes the HR-XML Consortium's governance and committee structure and provides general information about the methodology the Consortium uses to develop and maintain XML messaging specifications.

Status of this Document

This document is a draft technical note and is not to be referenced as a formal recommendation by any party.

The key words "MUST", "MUST NOT", "REQUIRED", "SHALL", "SHALL NOT", "SHOULD", "SHOULD NOT", "RECOMMENDED", "MAY", and "OPTIONAL" in this document are to be interpreted as described in RFC 2119.

Table of Contents

1 Executive Summary

This document has three major sections: Organization Methodology, Project Methodology, and Maintenance Methodology.

The first section describes the governance of the HR-XML Consortium, including committee and officer roles. It is useful for helping new members understand the structure of the Consortium. Other relevant organizational documents are the Consortium's Bylaws, the International Chapter Affiliate Agreements HR-XML maintains with local chapters, and HR-XML's Membership Agreement. Nothing in this document should be interpreted as modifying provisions of those documents.

The other sections describe HR-XML's standards lifecycle and procedures regarding new projects and standards maintenance. These procedures are essential for anyone interested in participating in the Consortium's workgroups or who wants to propose new work or changes to existing standards.

2 Guiding Principles

The HR-XML Consortium is an independent, non-profit organization formed for pro-competitive purposes. The HR-XML Consortium's mission is the development and promotion of a standard suite of XML specifications to enable e-commerce and the automation of human resources-related data exchanges.

Principles guiding the Consortium's standards activities are:

1. Embracing a multi-disciplinary approach that includes input from end-users, software architects, business domain experts, developers, and other stakeholders.
2. Encouraging innovation.
3. Providing an open process.
4. Delivering quality standards with a sense of urgency.
5. Focusing on deliverables.
6. Measuring the success of standards by their adoption.

3 Organization Methodology

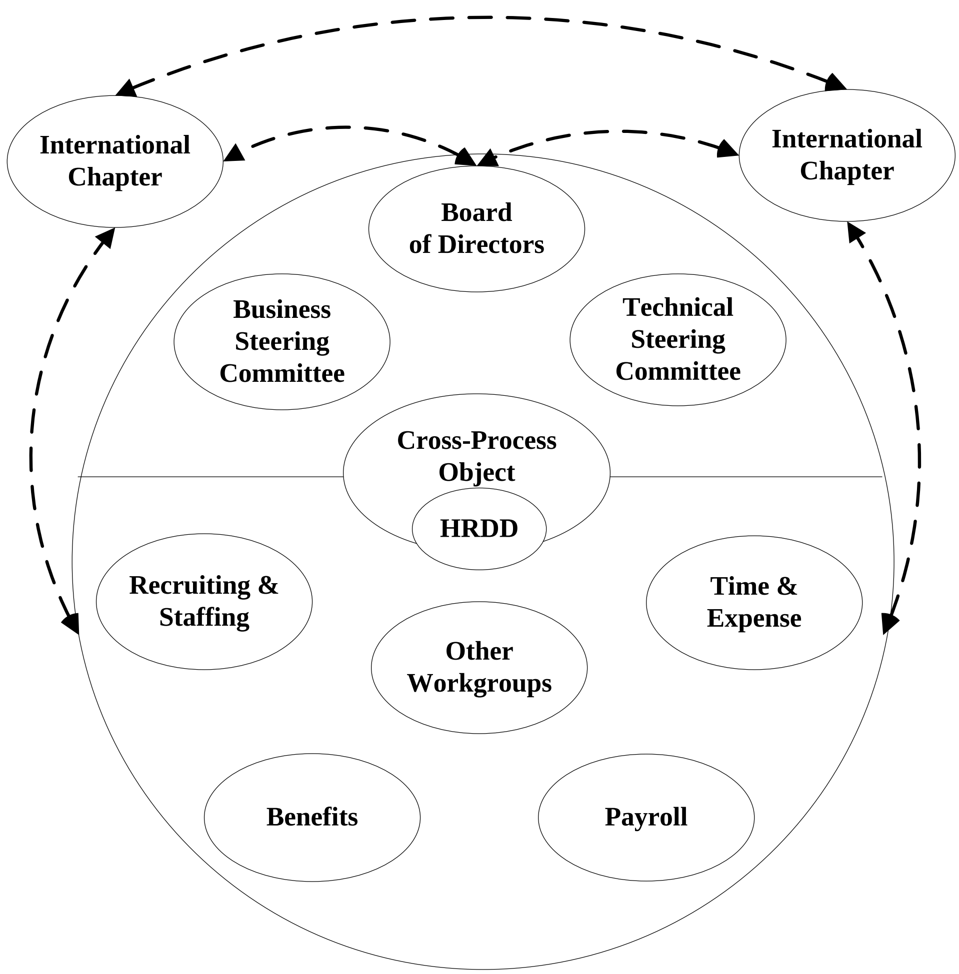
3.1 Governance

The basic structure for governing and managing Consortium business is illustrated in the diagram below. The sections that follow the diagram explain the responsibilities of each committee or person with responsibilities for governance or management. Note that in the diagram, the entities above the dividing line have some oversight and policy-setting responsibilities. The Cross-Process Objects Workgroup is located on the line, since it has some limited oversight responsibilities. The direction and goals of the Board include increasing international membership and participation. The Consortium membership includes participants from around the world.

The HR-XML Consortium has encouraged the formation of international chapters to address local requirements (See Chapter Affiliate Agreement for details). Chapters are separate organizations formed under local law and funded by local sources. Chapters exist for Japan and Europe.

To facilitate communication, the boards of the HR-XML Consortium and the HR-XML Consortium chapters have exchanged non-voting board seats. Liaison between chapters and the international organization is encouraged at all levels. Chapter members or representatives are encouraged to provide requirements and maintenance requests to HR-XML Consortium workgroups and committees. Similarly, workgroups within the international organization may refer requirements or maintenance requests for consideration by chapter workgroups.

Figure 1: Governance and Committee Structure And Chapter Relationships



3.1.1 Committees

3.1.1.1 Board of Directors

The HR-XML Bylaws provide the Board the power to:

- Establish and disband committees to further Consortium objectives
- Appoint and supervise officers, agents, and employees of the Corporation
- Establish policies relating to membership rights and benefits, etc.
- Approve the Corporation's annual budget

3.1.1.2 Technical Steering Committee

- Makes recommendations on appropriate transaction protocols
- Provides technical review of standards and workgroup
- Reviews use of cross-process objects
- Develops, documents, and promotes architectural policies and best practices in areas such as XML schema design and HR-XML implementation
- Locates technical domain experts for advice and guidance
- Keeps abreast of other standards bodies
- Moderates cross-workgroup technical or architectural issues

3.1.1.3 Business Steering Committee

- Determines resources required by workgroups and projects
- Prioritizes proposals
- Develops plans for advertising, promoting, and recruiting members
- Reviews workgroup and project deliverables
- Plans and reviews website

3.1.1.4 Cross-Process Object Workgroup

- Develops durable models for cross-process objects (for example, Person Name and Postal Address) that are shared by the Consortium’s various workgroups
- Develops and maintains repository of modular schemas for cross-process objects
- Provides advisory review of schemas produced by domain-specific workgroups
- The HR Data Dictionary (HRDD) workgroup is a subgroup of the CPO workgroup. The HRDD workgroup is responsible for maintaining the data dictionary.

Officers

3.1.1.5 President

- Supervises activities of officers
- Presides at all meetings of the Board
- Executes contracts and checks as authorized by the Board
- Performs all other duties incident to the office

3.1.1.6 Secretary

- Certifies and keeps current bylaws
- Keeps minutes of all meetings of the directors
- Sees that all notices are given
- Keeps HR-XML membership records

3.1.1.7 Treasurer

- Ensures the preparation of financial statements
- Provides oversight for financial management of the Consortium

4 Release Cycles

The HR-XML Consortium will have no more than two releases within a calendar year.

No more than one release per calendar year may include changes that are non-backwardly compatible (see Section 5, Terminology).

The target dates for releases are:

- May with voting in April; and
- November with voting in October.

5 Terminology

To ensure terminology is used consistently throughout this document key terms are defined below.

1. **"Backwardly compatible"** refers to a new version of a specification that does not invalidate any instance conforming to the preceding version of the same specification.

   For purposes of the HR-XML Consortium's release policy and methodology, certain changes are excluded for determinations of backward compatibility. Those changes include:

- **Namespace changes.** HR-XML schemas use XML namespaces to distinguish different library releases. The current namespace convention is to append a library release date to HR-XML's base namespace (for example, http://ns.hr-xml.org/2004-08-02). This namespace convention by itself makes any instance that was valid in a prior release invalid against the same schema in a subsequent release. For purposes of determining whether a release or schema is "backwardly compatible" under HR-XML's methodology and release policy, non-backward compatibility due to a change in the library namespace is ignored.

- **Errors requiring issuance of a "second edition."** Changes necessary to fix a defect that makes a schema otherwise unusable may be ignored in determining whether a schema or release is backwardly compatible. The determination of whether such a change can be ignored is made by the Technical Steering Committee in consultation with the relevant workgroup. According to the TSC's recommendations, a corrected release or part thereof is identified as a "Second Edition" of the same release rather than a new release.

  Examples of backwardly compatible changes are:

- Making an element or attribute that was mandatory in the preceding release, optional in the subsequent release.

- Adding a new element to a choice of existing elements.

- Adding an optional to element a sequence of elements.

- Adding a new attribute (XML schema does not enforce sequence for attributes).

2. **Proposal** is used to request the initiation of a new workgroup or project. All proposals MUST follow the document template defined by the Business Steering Committee.

3. **Workgroup** (see Membership Agreement for definition.) Note that Workgroups are open to all HR-XML Consortium members and do not disband once a project is complete. Although, the workgroup may be inactive, information may be distributed to workgroup members via the workgroup e-mail and/or webpage.

4. **Project** is the work performed within a workgroup to complete a specification or technical note. Projects would typically require regularly scheduled conference calls, project schedules and project roles.

5. **Maintenance Request** is a request for a change to an approved schema or associated documentation. A maintenance request may be initiated by any HR-XML Consortium member or non-member. See Section 7, Maintenance Work for a further description of maintenance requests.

6. **Maintenance Request Report** is a report of maintenance requests. Each workgroup will have its own report, which will be used to guide the maintenance process.

7. **Sponsor** is a member organization in good standing that is willing to publicly associate its name to a project as a sponsor. In addition, the sponsor MUST commit to at least one participant to the project.

8. **Participant** is a member committed to working on a project by filling a specific role and/or making contributions to a workgroup.

6 Project Work

6.1 Project Roles

Below is a list of project roles. One person may assume multiple roles. Roles marked with an asterisk (*) are mandatory for each project:

- Project Lead* – The individual responsible for developing meeting agenda, facilitating the development of project plans and deliverables, and reviewing progress by team members on any action items assigned to them.
- Domain Coordinator* – Usually an individual with expert knowledge of the problem domain and end user requirements. This individual would be responsible for representing the interests of end users and other domain experts.
- Data/object modeling facilitator* – The individual responsible for facilitating discussions of data models.
- Recorder/Secretary* – The person responsible for recording the project group's decisions and actions assigned to members.
- Schema implementer/editor* – The person responsible for implementing the project group's decisions regarding schemas and maintaining the current schema in the repository.
- Document Editor/Librarian* – The person responsible for preparing drafts of any documents developed by the project group and maintaining them in the repository.
- Cross-Process Object Liaison – An individual who advises the group of relevant decisions and discussions of the CPO.
- Related Standards Group Liaison – The person who tracks and advises the group of any related activities by other standards bodies or industry groups.
- Team members – The other members of the project group.
- Guest experts – Non-member experts who advise the project group.

6.2 Project Lifecycle

A project MUST exist within a workgroup. If a new project does not fit under an existing workgroup, then a new workgroup MUST be formed. Roles would typically be filled for a specific project, not a workgroup. However, some workgroups may have several active projects where they require an ongoing workgroup leader to coordinate the individual projects and provide continuity.

Consortium members will follow the lifecycle process as described below and in Figure 2 when developing specifications within a project:

1. Any member can propose that the Consortium undertake a standards project. Before proposals are submitted to the Business Steering Committee (BSC), they must include the names of at least three sponsors and eight participants, and have the mandatory project roles filled. Project roles are outlined in section 5.1. Proposals SHOULD follow the format established by the BSC.

2. All proposals are reviewed by the BSC. Proposals submitted two weeks before a committee meeting will be reviewed no later than the following meeting. The BSC will evaluate whether the proposal fits within the Consortium's mission, examine the completeness of the proposal, and review the resources required to support the activity.

3. Projects SHOULD carry out their work according to the Project Methodology described in section 5.3.

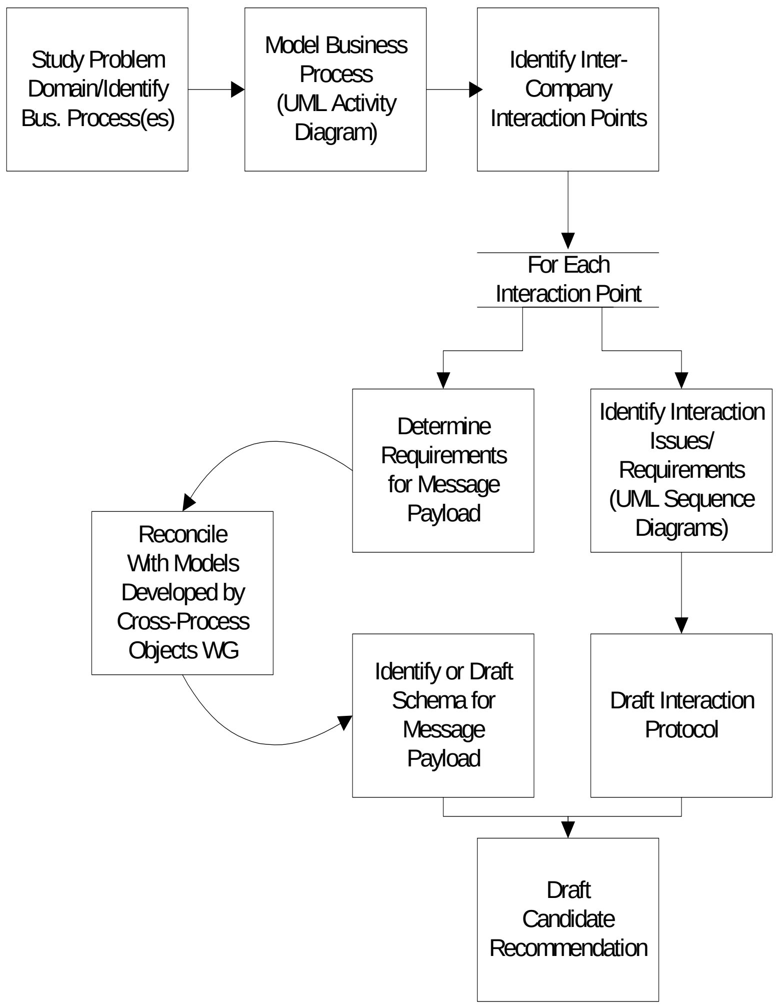
4. The outcome of a workgroup project is a Candidate Recommendation. A Candidate Recommendation is prepared according to a standard document template and usually includes one or more XML schema and instance examples. Candidate Recommendations are submitted for review and balloting (see Section 8, Review and Balloting).

5. Consortium staff will ensure that all approved specifications are distributed or made available through the Consortium repository.

6.3 Project Methodology

The below diagram and sections that follow it outline a RECOMMENDED methodology for project groups to use in developing HR-XML specifications.

Figure 2: HR-XML Project Methodology



6.3.1 Study Problem/Define Project Scope

Review and refine the objectives set out in the project proposal.

Collect input from domain experts, review existing legacy data exchange formats, and use rapid prototyping of XML exchanges to help with understanding the problem domain.

The outcome of this step SHOULD be the identification of the business processes to be supported and a project plan specifying the milestones required. A project plan SHOULD specify the order and timing of milestones to be completed. All project plans will be maintained using a project tool determined by the Business Steering Committee.

6.3.2 Modeling

Sufficient modeling SHOULD be accomplished to support the project group's objectives. Activity diagrams define the actors, whereas event modeling might be useful for identifying the transactions. At a minimum, modeling deliverables SHOULD include a list of actors, the transactions being supported, and activity diagrams.

Unified Modeling Language (UML) is preferred, but not required. Other modeling notations may be appropriate in certain circumstances.

6.3.2.1 Business Process

The purpose of modeling business processes is to identify the actors involved in the business process and to identify the points in the process where they need to exchange information. This modeling sets the context for further examinations of interactions between trading partners. The purpose is not to standardize the business process.

At a minimum, models SHOULD be developed as UML activity diagrams that include a “swim lane” for each trading partner involved in the business process. The points at which the flow of the business process crosses the “swim lanes” are interaction points examined in later steps.

Workgroups are encouraged to develop other relevant and useful artifacts, such as use case diagrams, story boards, etc.

6.3.2.2 Interaction Points

The work of HR-XML is increasingly focused on implementing HR-XML specifications within web services. However, HR-XML often is implemented within other frameworks as well.

For each interaction point identified in the supported business process, define the protocol required to execute that interaction. This “interaction protocol” may be in the form of a web services profile, but it should include sufficient detail about the expected actions and responses between trading partners so that implementers could use the specification within other frameworks as well.

The recommended output for this step is one or more UML sequence diagrams illustrating message exchange pattern(s) and explanatory text. To support web services, other useful artifacts would include a Web Services Description Language (WSDL) instance defining the related ports, port types, operations, and messages and associated documentation. HR-XML has developed a web services document template for web services profiles.

6.3.3 Definitions

All semantic components of the models need to be carefully defined. Such definitions SHOULD ultimately be delivered within XML instances conforming to the HR Data Dictionary schema, but similarly structured drafts may be delivered in other formats. The project group SHOULD use existing definitions when applicable.

6.3.4 Draft Schemas

One or more schema are drafted to set appropriate constraints on the structure and content of the message payload. Certain elements within the message payload may be unique to the business process being supported. However, many elements will be Cross Process Objects that are used by a wide variety of HR-related business processes.

Schemas SHOULD be developed with a global purpose and allow for localized extensions. All extensions SHOULD follow TSC guidelines defined in the HR-XML extensions documentation. Localization SHOULD be implemented using HR-XML's localization architecture.

The output of this phase is a set of candidate schemas. Note that this step and the previous one usually happen in parallel. It is difficult to separate the modeling of message exchanges without defining their content at the same time.

Prototype and proof-of-concept exercises are encouraged as early as possible. Project groups are encouraged to validate their thinking in practical ways. These may include the development of robust instance examples, sample style sheets, sample code, and reference implementations. Some groups may prefer to model and then implement a prototype, while others may prefer to prototype then write up the model that represents what they did.

Schemas MUST conform to HR-XML's Schema Design Guidelines.

6.3.5 Documentation

Documentation SHOULD be delivered using the standard template specified by the Consortium. Documentation MUST be sufficient for the purpose and SHOULD include: project objectives, a description of project scope, illustration of supported business processes or use cases, reference examples, and definitions for schema components.

7 Maintenance Work

New HR-XML specifications and major enhancements to those specifications are governed using HR-XML's Project Methodology (See Section 6.3, Project Methodology). Changes to existing specifications generally are accomplished using the maintenance methodology set out in the sections below.

7.1 Goals

Key goals of HR-XML's maintenance methodology are:

- Encouraging members, non-members, and other stakeholders to report defects within HR-XML specifications and to make suggestions for additions and improvements to such specifications.
- Providing a methodology so that requests for changes can be given due consideration and be acted upon expeditiously.
- Creating a searchable knowledge base by capturing maintenance requests and details on how such requests are resolved.
- Providing individuals who originate maintenance requests feedback on workgroup decisions.
- Giving request originators the opportunity to comment on the suitability of workgroup decisions.

7.2 Characteristics of "Maintenance Requests"

The HR-XML Consortium desires to make it easy for HR-XML members, HR-XML implementers, and other stakeholders to bring forward questions, suggestions, and issues concerning HR-XML Consortium standards. Through mailing lists, an information request form, staffs contacts, and use of HR-XML's public announcement list, HR-XML both solicits and facilitates feedback on its specifications. HR-XML recognizes that maintenance requests often arise from questions, concerns, comments, or "issues" brought forth by members and non-members. Both members and non-members may submit maintenance requests.

The characteristics that distinguish "maintenance requests" from mere questions or comments and from "proposals" better handled through HR-XML's project methodology (see Section 6, Project Work) are described below. Maintenance requests SHOULD:

- **Pertain to an approved specification.** Maintenance requests are for changes, corrections, and additions to approved HR-XML specifications and their components.
- **Be actionable.** A maintenance request should be sufficiently detailed to enable a workgroup to make a decision about the suitability of the proposed change or to quickly formulate a solution to the defect or issue reported. A maintenance request may arise from comments or queries about specifications. Usually HR-XML staff or workgroup members would work with individuals making comments or queries in deciding if and how such items should be taken up as maintenance items.

- **Be relatively discrete in scope.** Maintenance requests are relatively small in scope. In contrast, larger scale changes or additions that require substantial modeling of new components should be handled through HR-XML's project methodology (see Section 6, Project Work).

- **Include a business rationale or explanation.** Maintenance requests should include an explanation of the reason for the change or sufficient background so workgroup members understand the motivations for the change.

7.3 Assumptions

- The maintenance process will strive to balance the desire for stable and backwardly compatible specifications with the imperative to quickly fix defects and provide important enhancements to the specifications.

- All HR-XML Consortium members will have the opportunity to contribute to and participate in the maintenance process. All members will have the opportunity to review proposed maintenance requests and related workgroup decisions. All members will have the opportunity to vote on Candidate Recommendations that may result from maintenance requests.

- Submission of a request does not guarantee a resolution favorable to the submitter. A submitter SHOULD be an advocate of, and participate in, the maintenance process to increase the likelihood that the request will be resolved favorably.

- Decisions on the disposition of maintenance requests will be made by majority decision of participants in workgroup meetings convened for maintenance work (conference call or face-to-face). Workgroup members and HR-XML staff will actively solicit the involvement of the request submitter, domain experts, and stakeholders potentially affected by maintenance request changes. Representatives from a minimum of three member organizations must be in attendance at maintenance meetings for work to proceed.

- Completed maintenance items that are incorporated into Candidate Recommendations will be subject to the same review and voting procedures applicable to workgroup Candidate Recommendations produced under HR-XML's project methodology.

- Maintenance deadlines will be coordinated with the Consortium's release cycles (see Section 4, Release Cycles).

- If a maintenance request is submitted for an inactive workgroup (a workgroup that does not meet regularly or have a current project leader), the HR-XML staff will work to identify resources to carry out the maintenance activities from individuals currently subscribed to the relevant workgroup mailing list.

7.4 Maintenance Roles

Below is a list of required maintenance roles. One person may assume multiple roles. Additional roles may be necessary for extensive or complex activities.

1. Coordinator – The individual responsible for coordinating the maintenance activity. This may be a staff member or Workgroup Leader. The coordinator will ensure the Maintenance Table is

updated and disbursed as needed, schedule any necessary calls, and facilitate on-site meetings.

2. Recorder/Secretary – The person responsible for recording the workgroup's decisions and actions assigned to members.
3. Schema Editor – The person responsible for implementing the workgroup's decisions regarding schemas and maintaining the current Schema in the repository.
4. Document Editor/Librarian – The person responsible for updating any documents and maintaining them in the repository.

7.5 Maintenance Lifecycle

1. Any member or non-member can submit a maintenance request using the Maintenance Request Entry Form. Submitters SHOULD search for similar requests prior to entering a new request. Individuals may also initiate a maintenance request by sending an email to HR-XML staff or the appropriate workgroup mailing list. Such email requests will be forwarded so they are included in the maintenance request database.

2. Changes to the disposition of a maintenance request will generate e-mail notifications to the submitter and other stakeholders participating in the maintenance process. See 11.1 Table Assumptions for status changes.

3. On a triennial basis (typically one month prior to an onsite meeting), a staff member will provide each workgroup with a report of current maintenance requests. The location of current maintenance reports also will be e-mailed to the general membership. Members and workgroup participants will be encouraged to comment on the compiled requests and to submit any new ones.

4. During conference calls or onsite meetings designated for maintenance work, workgroups will review maintenance requests and make a decision on the disposition of each item. The broadest possible representation is encouraged, but at least three member companies must be represented for maintenance work to proceed. Requestors and other stakeholders will be encouraged to participate in the meetings. By consensus (majority of meeting participants), the workgroup must decide for each request:

    a. Is the request actionable? The workgroup SHOULD examine such questions as: Is the request sufficiently clear? Is sufficient justification or business rationale provided? Is a concrete solution proposed to address the maintenance topic or could one likely be developed by the workgroup without time-consuming modeling or lengthy deliberations?

       If additional information is required before the request can be acted upon, it should be returned to the submitter with a request for additional information. If the scope of the maintenance topic is too large in scope, the submitter should be encouraged to prepare a proposal for submission under HR-XML's project methodology (see Section 6, Project Work).

    b. What is the priority? (High, medium, low).

    c. What is the estimated level of effort? (High, medium, low).

d. Is the proposed change backwardly compatible? (yes, no, or “TBD” -- to be determined).

   After considering the criteria above, workgroups should set a disposition for the request. Enumerated dispositions are: “pending,” “no action,” “rejected,” “referred” (to another workgroup), “returned” (because the request is not actionable), or “approved” (the request is accepted and a solution identified). A request with a “no action” disposition is not immediately rejected, but would be removed from the maintenance table if not acted upon within the current maintenance cycle (in other words, these items would be dropped from consideration -- given a “closed” or “removed” status – at the time a new maintenance table is circulated in the next round of maintenance.

5. Submitters will be automatically notified when there is a change in the disposition of their request. Accordingly, the workgroup should ensure that sufficient explanation is recorded in the maintenance database when a disposition is changed. All items, whether closed or those being actively considered, will remain in the database so they can be researched. A report of maintenance decisions will be made available to the workgroup after each meeting.

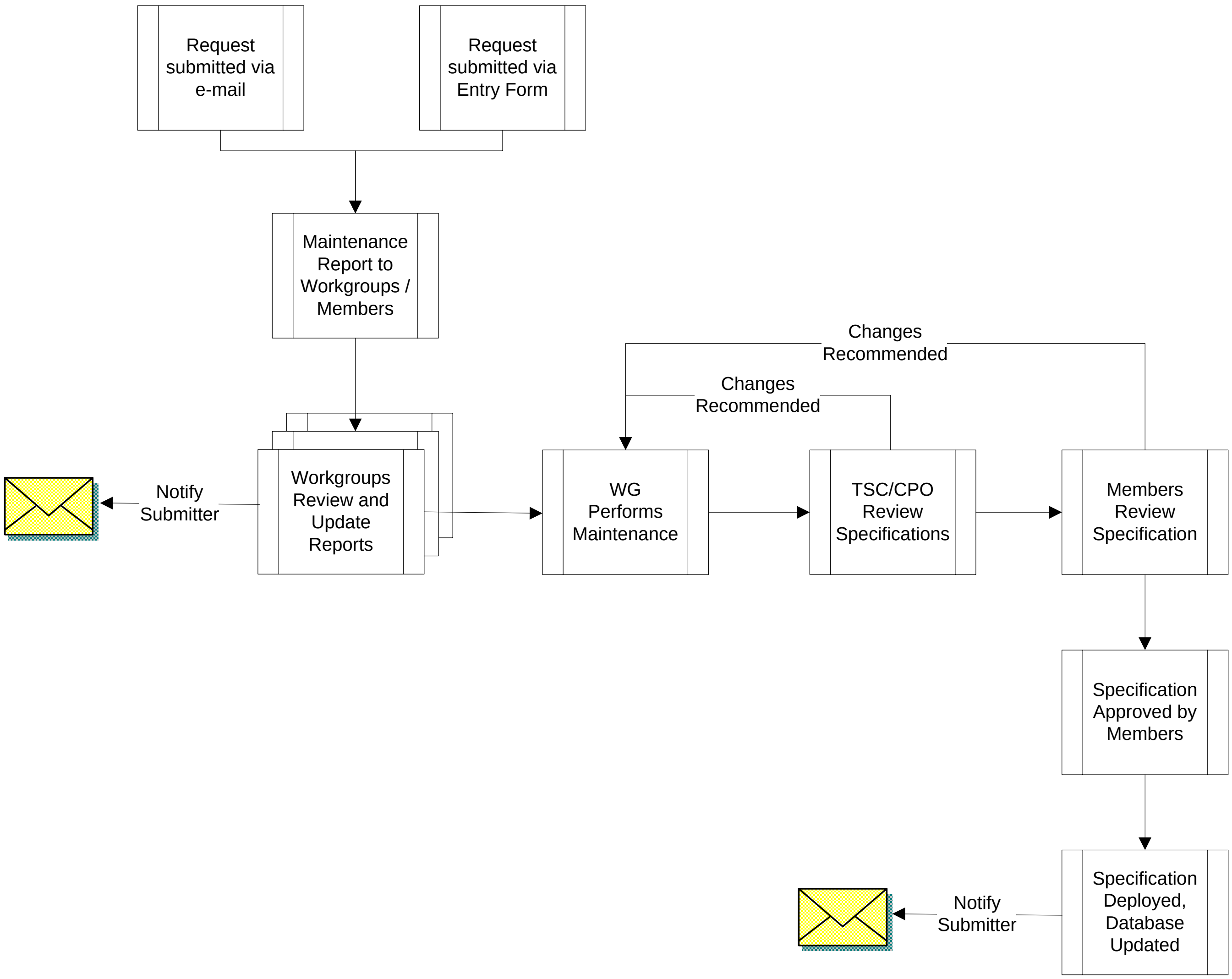
6. Approved maintenance requests are consolidated into a Candidate Recommendation. A Candidate Recommendation consists of schema(s), accompanying examples, and documentation prepared according to HR-XML’s document template. A Candidate Recommendation arising from a maintenance request usually would be an updated version of existing schemas, documents, and examples rather than new deliverables.

7. Candidate Recommendations are submitted to the workgroup for final review to ensure they accurately reflect the decisions of the workgroup. Workgroup comment is solicited in a workgroup meeting or through the workgroup mailing list.

8. Candidate Recommendations that are approved by the workgroup MUST be submitted to the CPO and TSC (see Section 8, Review and Balloting).

9. Once approved, updated specifications will be deployed, and the maintenance database will be updated appropriately.

Figure 3: Maintenance Lifecycle



8 Review and Balloting

The following sections describe review and balloting procedures:

- Section 8.1, describes the role of the Business Steering Committee (BSC) in reviewing new project proposals.

- Sections 8.2 and 8.3, describe the review of Candidate Recommendations arising out of HR-XML's Project Methodology and its Maintenance Request Methodology.

- Section 8.4 describes balloting and voting procedures.

8.1 BSC Review

Proposals for new projects are subject to review by the HR-XML Consortium's Business Steering Committee. The scope of the BSC's review is limited to:

- Has the submitter met project requisites?

- Is the proposed project within the proper scope of HR-XML's mission?

- Is there sufficient interest, sponsors, and other necessary resources to support the project?

- Does the project conflict with any existing HR-XML specifications or work undertaken by outside groups?

8.2 TSC and CPO Review

Workgroups must submit new and revised specifications (in the form of Candidate Recommendations) for review by the Cross Process Objects (CPO) workgroup and the Technical Steering Committee (TSC). These reviews may occur concurrently.

Each committee MUST provide written feedback to the project group (via the appropriate workgroup mailing list(s)) within two weeks of submission. Any corrections, feedback, or comments from the CPO and TSC must be addressed to the satisfaction of the reviewing committee and the project group before the deliverable may be submitted for Membership review.

8.2.1 CPO Review Scope

The scope of the review by the CPO Workgroup SHOULD be limited to appropriate use of HR-XML Cross Process Objects and consistency in use of similar shared or reusable components. In addition, the CPO or appropriate subcommittee ensures that component names are consistent with HR-XML Consortium naming conventions and existing component names in the HR Data Dictionary.

8.2.2 TSC Review Scope

The scope of the review by the TSC SHOULD consider:

- Conformance with HR-XML's Schema Design Guidelines;

- Syntactical conformance with the W3C's XML Schema Recommendation and related specifications;

- Best practices recognized within the broader XML and web services standards community or documented in relevant interoperability profiles;

- Minimizing compatibility problems with mainstream XML tools, class generators, application servers, etc.

- Avoiding collisions of component names, duplication of components, or other irregularities that may result in implementation problems.

8.3 Membership Review

After completing TSC and CPO review, Workgroups SHALL distribute their Candidate Recommendations to voting members of the Consortium. Members SHALL have at least three weeks to review and comment on Candidate Recommendations. Workgroups MUST consider any feedback or comments offered by members and MUST provide to the member written explanation of workgroup decisions related to the feedback or comment. Such information SHALL also be memorialized in the workgroup mailing list archives.

8.4 Balloting / Voting

After the CPO, TSC, and the respective workgroups have fulfilled the requirements of the review processes described in the sections above, a ballot is prepared that includes the Candidate Recommendations.

Voting will follow the rules set forth in the bylaws. An on-line ballot is permitted under those rules. Members will be given sufficient time to cast their ballots (usually a two-week period).

9 Appendix A - Document Version History

Version	Date	Description
1.0	2000-June-04	Preliminary Draft
1.0	2000-Sept-06	Updated approval process
1.1	2001-July-24	Modified governance to exclude international workgroup. Modified guiding principle list. Updated standards lifecycle.
1.1	2001-July-26	Added deliverables section.
1.1	2001-Aug-31	Updated sections based on BSC and wg leaders discussion.
1.1	2001-Sep-24	Added terminology section, combined workgroup methodology and deliverables sections, updated Guiding Principles section and lifecycle diagram.
1.1	2001-Oct-08	Removed final board approval, changed BSC project approval to be required.
1.2	2002-Aug-02	Modified for project-based work. Added information about event modeling and country extensions. Added terminology for clarification. Added links.
1.2	2002-Aug-14	Added executive summary, EAC info, activity details. Reformatted to logical breaks: Organization vs. Project methodology. Removed Glossary/DD from review role.
1.2	2002-Oct-20	Adding clarification for activity responsibilities.
2.0	2005-Jul-27	Added section 5 Maintenance Work and Appendix C Maintenance Table. Modified Section 4 Project Work where necessary to co-exist with new maintenance section. Updated Appendix B.
2.0	2005-Sep-07	Replaced references to ‘issues’ with ‘requests’. Added clarification of request vs. issue. Added info on chapters. Clarified release cycle and related information. Removed reference implementation requirements.
2.0	2005-Sep-26	Approved by the HR-XML Consortium Board of Directors, with edits. Put in edits approved by Board of Directors.

10 Appendix B – Related Documents

Reference	Link
HR-XML Consortium Bylaws	http://schemas.hr-xml.org/xc/canon/Consortium/Bylaws.pdf
Project Proposal Template	http://schemas.hr-xml.org/xc/canon/Consortium/HR-XMLProjectProposal.doc
Specification Document Template	http://schemas.hr-xml.org/xc/canon/Consortium/DocumentTemplate-1_1.doc
Membership Agreement	http://schemas.hr-xml.org/xc/canon/Consortium/HR-XML-Consortium-Membership-Agreement-Final-2004-February.pdf

11 Appendix C – Maintenance Table

11.1 Table Assumptions

A status change to Pending, Approved, No Action, and Closed will generate an e-mail notification to the Submitter and Assigned To contacts.

Some requests may require significant modeling or are large enough in scope to warrant a full project. These requests will be assigned as Pending until the related project is completed.

11.2 Table Values

Value	Description	Allowed Values	Admin Form	Entry Form	Search Form	Report
Request Number	Unique identifier		Yes	Yes	Yes	Yes
Request Description	Short description of the request		Yes	Yes	Yes	Yes
Submission Date	Original date the request was entered		Yes	Yes	Yes	Yes
Submitter Name/Contact information	Name and contact information of the original submitter		Yes	Yes	Name	Name
Assigned To	Individual responsible for the maintenance item. This would typically be the workgroup leader and/or staff.		Yes			Yes
Business Reason	Describes the business case for the request		Yes	Yes		Yes
Specification	The specification to which the request is related	Assessments Competencies Enrollment Application Acknowledgement Background Check Staffing Exchange Protocol	Yes	Yes	Yes	Report by specificatio n

		SIDES Metrics Indicative Data New Hire Resume Payroll CPO Related (please specify)				
Effort	An estimate of how difficult the request would be to resolve.	High, Med, Low	Yes			Yes
Priority	An estimate of how critical the request is.	High, Med, Low	Yes			Yes
Backwards Compatible	Specifies if the resolution will be backwards compatible.	Yes, No, Don't Know	Yes			Yes
Status	The status of the request.	New – item has not been reviewed. Pending – typically used if further research is required. This request will be revisited at a later date. Approved – this activity will be performed. The status would remain at this step until the activity is closed. No Action – the activity will not be performed. Closed – the activity was completed.	Yes		Yes	Yes
XPath	Contains the path of a specific element or attribute		Yes	Yes		Yes
Attachment	Includes an attachment. This may be a screen capture, file, etc.		Yes	Yes		Yes

Resolution	Specifies how the requests will be/was resolved		Yes			Yes
Release Package	Specifies in which release package the request will be/was resolved		Yes			Yes