



## DMTF DSP Acquisition Process

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### Abstract

This document defines the DMTF DSP Acquisition Process. This process was created to allow the DMTF TC to manage the specification development work going on in the DMTF Technical Working Groups as well as participating alliance partners.

### Notice

#### **DSP4007**

#### **Status: Informational**

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## Introduction

The DMTF DSP Acquisition Process was created to organize work on specifications in the DMTF. The process will enable the DMTF TC (Technical Committee) and other Committees to track specification development from conception to completion. The process will also allow DMTF Bodies such as Working Groups, Forums, Incubators, Subcommittees and Committees to obtain editorial responsibilities for both new and existing documents. It will allow Committees to determine if there is a need for the requested document. It will also enable a single, master DSP list for the DMTF.

DMTF DSPs fall into the following categories: Specifications, White Papers, Technotes and other Informational documents, Profiles, Process Documents and Charters and any other document described in the DMTF policy documents. DSP4004 describes the process required for documents which have a DSP number are to be released. The purpose of this document is to describe how a DSP number is assigned to an individual document and how a Working Group, Forum or Committee gains editorial responsibility for that document.

Note that this document does not cover DMTF Profiles. For details on the DMTF Profile process, please see DSP4005.

The DMTF TC will maintain a master list of all DSPs being worked on in the DMTF. This list will be checked into CVS and will be made available to all DMTF Committee members and DMTF Body chairs.

The rest of this document describes the process, request form and master list.

## Process

The rules and steps for submitting a document ownership request form are as follows:

### Rules

- The form or CR shall only be submitted by Working Group, Committee or other DMTF Body Chairs.
- The form shall be used for either a new document or to transfer an existing document from one DMTF Body to another.
- The form shall be approved by the DMTF Committee before a DSP number will be assigned to that Working Group.
- Only one document request shall be submitted per form.
- This document does not apply to DMTF Profiles. For DMTF Profile Requests, please see DSP4005.

### Steps

The steps are broken into two sections. The process for a DMTF Body such as a WG, Forum or Committee to generate a request to obtain editorial responsibility of a document, and the Committee process for approving or denying the request.

### DMTF Body

When a DMTF Body (Working Group, Forum, Committee, Incubator or other DMTF Body) determines that there is the need for a new document, they must follow the process to obtain a DSP number for it. The following steps are followed to request the DSP number:

1. A Working Group shall fill out a CR with the contents of the Document Ownership Request Form in the body of the CR.
2. Once approved by the requesting DMTF Body, the chair of the DMTF Body shall submit it to the parent Committee using the standard DR process. Document Ownership Request Forms that originate in the Committee skip this step.

### DMTF Committee Secretary

1. The DMTF Committee Secretary will review the form for completeness/correctness. If not correct, the form/DR shall be sent back to the submitter to correct and restart the process. If the Committee does not have a Secretary, the chair of that Committee will act in this role
2. The DMTF Committee Secretary will forward the CR to an alias that alerts all members, such as the [tc-all@dmtf.org](mailto:tc-all@dmtf.org) alias for Technical Committee Working Groups. This will inform all DMTF child Body members that the request has been submitted to the Committee

- Comments on the ballot will only be accepted from Working Group or Forum chairs and Committee members through the ballot process – comments are not permitted through the alias and should be ignored.
3. The DMTF Committee Secretary will announce the CR at the first available Committee meeting and create a ballot to be voted on during the next available ballot cycle. The ballot must be open for a minimum of one week and a maximum of two weeks.
  4. If the ballot does not pass, the DMTF Committee Secretary will take the following steps
    - Inform the submitter that it failed and for what reasons.
    - The process ends at this point. The submitter may resubmit an updated or new form to restart the process.
  5. If the ballot passes, the DMTF Committee Secretary will take the following steps
    - Work with the DMTF TC Secretary to allocate a DSP number from the appropriate range for the document type and add it to the master list of DSPs.
    - Send a message to the Committee chair stating the allocated DSP number for the approved document, copying the Chair that originated the request.

## DMTF Document Ownership Request Form

### ***Description***

The fields are to be filled out as follows:

TO – This field should not change – the form is to be sent to the appropriate DMTF VP for that Committee. This is the VP of Technology for TC document requests, the VP of Interoperability for C&I document requests, the VP of Marketing for Marketing document requests. Vice-chair of the Board for Process and Incubator Documents, and VP of Alliances for Alliance Documents.

FROM – This field is to be the name of the Working Group, Forum, Committee, SubCommittee, Incubator or other DMTF Body Chair submitting the form.

GROUP – This is the name of the DMTF Body (Working Group, Subcommittee, Incubator, Forum or Committee or other DMTF Body). This may also include additional DMTF Working Groups and Forums that are interested in the document and have agreed to review/ballot the document in the Working Group before being submitted to the Committee.

Name – The name of the document. This name shall be unique within the owning organization.

Organization – The name of the organization for the document. For all DMTF Bodies, this field will be DMTF and will also contain the Committee name.

Transfer – This field should be No unless the document is being transferred from a group/alliance partner to another. If the field is marked yes, the name of the group/alliance partner that is the current owner must be listed (e.g. Yes – Blue Working Group)

Synopsis – The synopsis is a short (1-2 paragraphs) description of the document.

Reference Material – This should be a presentation, document outline, or representative of the work in progress. It should outlay the requirements for this document, the scope of the work and indicate in as much detail as possible the area that this DSP will cover. For white papers, this can be brief but for Specifications this is expected to be quite detailed.

When the form is completed, it should be copied into a DR and submitted to the Committee through the chair of the owning DMTF Body using the standard DR process.

**Form**

TO	DMTF VP of Technology
FROM	{Requesting Body Chair }
GROUP	{Requesting Body Organization Name}

## Document Information

Name:

Organization: DMTF

Transfer: Yes/No {if yes, list group coming from}

Synopsis:

{Put a paragraph or two describing the scope of the document and what problem it is solving. List the audience for the document including any initiatives (e.g. SMASH, CDM, SMI)}

**Example**

The following example is for the WBEM Fictitious White Paper.

TO	DMTF VP of Technology
FROM	<a href="mailto:j.doe@example.com">j.doe@example.com</a>
GROUP	SchemaSC

**Document Information**

Name: WBEM Fictitious White Paper

Organization: DMTF

Transfer: No

Synopsis:

The WBEM Fictitious White Paper describes the fictitious infrastructure and capabilities of the various fictitious components. It will provide information on the WBEM protocols supported and their associated capabilities. It will also provide information on how one is expected to interface to the WBEM Fictitious Specification. The WBEM Fictitious White Paper will also provide information on discovery and enumeration.

Attached you will find a proposed annotated outline that the WBEM Fictitious White Paper is expected to use.



## Appendix 1 – Change History

Date	Version	Change(s)
5/06	1.0a	Initial Version
5/12	1.0b	Changes to include Forums
12/8/2006	1.1	Changes to clarify how this applies to Committees