



The European B2B Forum for the Electronics Industry

Change Management Process

EDIFICE Change Management Process Issue 2.0

Endorsed 28 May 2008

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EDIFICE

Standardised electronic commerce forum for companies with interests in computing, electronics and telecommunication.

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Publication Summary

Title:	EDIFICE Change Management Process
Author (s):	EDIFICE
Issue number:	Issue 2
Date of Issue:	14 May 2008
Number of Pages:	7
Readership:	All
Language:	English
Abstract:	This Document describes the EDIFICE Change management process, covering the Change Request Procedure, the time line and the EDIFICE Repository.
Comment:	Comments and change requests to this document should be submitted to the EDIFICE secretariat
References	EDIFICE Guide to Business and Information Modelling for the Development of EDIFICE Implementation Kits Issue 1, 94-04-13.

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1 Comparison to previous issue

Repository publication cycle 3 times per year.

2 EDIFICE Change Management Process

The EDIFICE Change Management Procedure is a dynamic procedure to guarantee the EDIFICE members a timely processing of their new or changed business requirements.

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2.1 The Change Request Procedure

2.1.1 Introduction

This document describes how to request changes to endorsed EDIFICE publications and their follow on action.

The process can be initiated by an EDIFICE member company who identifies the need for a change to an existing EDIFICE guideline or business process.

This document is to help procedurise and to provide traceability of outstanding (open) and completed change requests.

Change requests are submitted to EDIFICE by means of Change Request forms (CR-FORM) in electronic format. The requestor is kept informed on the progress of the CR handling by the electronic Change Request Feedback Form (CR FEEDBACK-FORM).

2.1.2 Where to find the CR-FORM.

An electronic EDIFICE CHANGE REQUEST FORM (CR-FORM) is published in the EDIFICE Repository.
<http://repository.edifice.org/cr-form.aspx>

2.1.3 How to fill in the CR-FORM.

Requestor to fill in the following columns in the form:
REQUESTOR's name, full CONTACT ADDRESS and REQUESTOR's REFERENCE NO.

The need for this request must be explained in the section PROBLEM DESCRIPTION. The guideline(s), message(s), segment(s), data element(s) (if known) proposed for change should be indicated. This can be anything from an additional code to a change in the message structure or a business process.

The suggested solution to the problem should be described in the box SUGGESTED SOLUTION.
e.g. If the request is to add a new code - suggest the code and also mention, if that code is already available in a code list and if so which code list.
Alternatively, if a new code is being requested one needs to be suggested. If there is a reference to a document, please give the full document reference.

The requestor should be prepared to attend the task group (TG) meeting(s), where this change request is handled and should also be aware, that his change request might trigger off an change request to be submitted to the related Standardisation Body (e.g. RosettaNet, UN/EDIFACT)

2.1.4 How the CR-FORM is processed.

- Secretariat submits the CR-FORM to the respective Task Group Chairman
- The Task Group Chairman schedules the CR on the Agenda of the forthcoming Task Group Meeting
- After processing the CR within the Task Group, the TG-Chair informs the secretariat of the findings of the Task Group members.
 - in case the findings trigger a change to a publication:
 - the secretariat applies the changes to the publication,
 - The TG members approve the published changes
 - After TG approval the changes are included to the next release of the Repository, which is published 2 weeks prior to voting at the forthcoming Plenary

2.1.5 Status Reporting

A status report on the CR processing will be published on the EDIFICE Web site. This publication is open to the EDIFICE membership. The TG chair will also report on the CR status at the Plenary meetings.

The CR Status Report can be found on the EDIFICE Repository.

2.1.6 Cancellation of a CR

In case a requestor wants to cancel a change request, for what reason whatsoever, he shall contact the EDIFICE secretariat stating so. The EDIFICE secretariat shall then pass on this cancellation to all parties involved so far.

2.2 Time line

The Change Management time line describes the yearly change management cycle. EDIFICE is aiming for a tri-annual endorsement/publication of processed change requests.

The change requests can be submitted to EDIFICE at any point in time.

2.2.1 Cut-off points

Two major cut-off points have to be respected in the processing of change requests:

- **4 weeks before endorsement/publication:**
This period is required by the Task Group members to evaluate the changes from a quality and consistency point of view.
- **2 weeks before endorsement/publication:**
This period is required to inform all members of the changes that are proposed for endorsement.

2.2.2 Endorsement/Publication

Endorsement is scheduled at a Plenary Meeting. There are three Plenary meetings per calendar year, scheduled during the 1st week of February, June and October.

2.3 EDIFICE Repository

2.3.1 The concept

The EDIFICE Repository is a collection of documents describing the Business processes and Message Implementation guidelines required by the Industry.

The Repository content reflects the EDIFICE membership's requirements. Any changes that are applied to this publication will be based on the membership needs.

2.3.2 The Structure

The structure of the EDIFICE Repository is based on the work done by the active business area Task Groups with regards to Business process modelling and B2B Message guidelines for the technologies being used by the Industry.

2.3.3 The format

The EDIFICE Repository is published on the EDIFICE Web Site.

Through hyperlinks, the reader is able to view all necessary information in an easy to use manner. Hyperlinks allows the reader to on-line read all necessary information from the Business Model to the very detail of the Message description.

For distribution and printing purposes, also a PDF document is made available.



2.4 APPENDIX 1 : EDIFICE CHANGE REQUEST FORM

Fill out the form on the Web : <http://repository.edifice.org/cr-form.aspx>

Or

Fill out this form and return it to Dora.Cresens@edifice.org

<p>REQUEST DATE :</p> <p>REQUESTOR :</p> <p>ORGANISATION :</p> <p>E-MAIL ADDRESS :</p> <p>PHONE NUMBER:</p> <p>YOUR REFERENCE NO:</p>

PROBLEM DESCRIPTION :

SUGGESTED SOLUTION :
