**SMPTE Standards Administrative Guideline**

**AG-06 New Project Worksheet**

This Standards Administrative Guideline (AG) forms an adjunct to the use and interpretation of the SMPTE Standards Operations Manual. In the event of a conflict, the Operations Manual shall prevail.

Purpose:

This Administrative Guideline provides a worksheet for the information required when requesting a new SMPTE project. For additional information consult the Standards Operations Manual section on New Projects.

NOTE: Projects, once approved, are listed publicly here: <https://kws.smpte.org/higherlogic/ws/projects>

NOTE: Ne projects may be created without filling in this document. This document is intended to help collect information so that a Technology Committee Chair may start the New Project Process detailed in the Standards Operations Manual

NOTE: The contents of the form will be transcribed by the Technology Committee Chair to a new project: <https://kws.smpte.org/higherlogic/ws/projects/project_admin>

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# Normative References

SMPTE Standards Operation Manual, <https://www.smpte.org/about/policies-and-governance>

# Project Details

## Title

The title of your project should be short and descriptive title starting with the TC parent group. This appears on all project lists.

NOTE: As soon as you have chosen your title, replace the text “**AG-06 New Project worksheet**” with that title and save this file with a filename of the form:

<TC>[-<update>]-<type>[-<number>][-<part>][<element>]-<description>[(<note>)]

Which is similar to the work-in-progress document naming convention (AG-02 § 8.1). Where:

* <TC> is the Group that authored the document e.g. **31FS**
* <type> is the output document type **ST** | **RP** | **EG** | **RDD** | **AN** | **ER** | **OV** | **AG**
* <number> is the optional SMPTE HQ staff-assigned document number
* <part> is the optional part number
* <element> is the optional element letter
* <update> is the word **Revision** or **Amendment** or is absent
* <description> is a brief indicator of subject, such as an abbreviated name of the project, constructed using only alpha characters, digits, space (“ “) and "-"
* <note> is an optional string that can be used to annotate the project, e.g. **coordination**. The <note> shall be constructed using only alpha characters, digits, “-“
* Required but unknown fields should be replaced with XX until known
* Optional but unknown fields should be omitted until known

EXAMPLE: 21DC-ER-Perpetual Motion Picture Generator

EXAMPLE: 31FS-RDD-97-MXF Custom Metadata Mapping For Space Craft

EXAMPLE: 35PM-Revision-ST-2067-2-Core Constraints 2022 update(from-Github-issues)

EXAMPLE: XX-ST-My New Project of Unknown TC

Table 1 Title of your project

|  |  |
| --- | --- |
| Field | Proposed Text |
| Title |  |

## Proponents

The SMPTE Standards Operation Manual (OM) §6.3 requires one or more Proponents, who are SMPTE Standards Members agreeing to be actively involved in the Project. Proponents are individuals and not organizations. The first listed proponent will become the publicly visible main contact for the project. The proponent’s field is not publicly visible but can be seen by Standards Community members. Please extend the table as needed.

Table 2 Proponents – #1 will be the main contact

|  |  |  |
| --- | --- | --- |
| # | Proponent Name | Affiliation |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |

## Details

All SMPTE Projects are classed as SMPTE Engineering Project (ANSI) within the OLC tracking system. Please read the notes below the table for each of the fields.

Table 3 Public Details – Discuss these with your TC Chair

|  |  |
| --- | --- |
| Field | Proposed Text |
| Title |  |
| Chair |  |
| Description |  |
| Problem to be Solved |  |
| Project Scope |  |
| Specific Tasks |  |
| Type of output | ST  RP  EG  Amd  Rev  ER  RDD  Other |
| Public CD | No  Yes – I am intending to use the public CD process |

Notes for Table 3

* **Chair.** Just the name of the person who will be the main contact for the group and the chair of the working meetings. No email address – it will be on a public website. Usually the first listed proponent.
* **Description.** A short description of the projects purpose and objectives. This text is aimed at the public who will read it and thus should be able to understand the Project in general terms. There may be extra requirements for this field for the Public CD Process (AG-22).
* **Problem to be solved.** A short statement about the problem to be solved. Ideally phrased in terms of requirements such that when those requirements are met, the document is complete. . There may be extra requirements for this field for the Public CD Process (AG-22).
* **Project scope.** A short description of the scope of work that will be done and optionally elements that are out of scope. A narrow scope often results in a faster, more controlled project lifecycle. An example would be “*Revision of standard ST xxx to roll-up amendment ST-xxx-Amd-1 and to update the normative references*”. This limited scope is intended to restrict the work to just the details in the scope without opening the document up for redesign.
* **Specific Tasks.** A high-level list of tasks that need to be completed as the work progresses. Consider test materials, sample bitstreams, sample software, data schemas, validation criteria, problem decomposition, liaisons with other organizations etc.
* **Type of Output:** Check one or more boxes where:  
  ST – Standard, RP – Recommended Practice,  
  EG – Engineering Guideline AMD – Amendment Rev –Revision  
  ER – Engineering Report RDD – Registered Disclosure Document
* **Public CD.** Please indicate if you intend to use the AG-22 process. This decision can be changed at any time.

Table 4 Standards Community Details – Discuss with your team & TC Chair

|  |  |
| --- | --- |
| Field | Proposed Text |
| Secretary |  |
| Editor |  |
| Start Date |  |
| Estimated Completion Date |  |
| Parent TC |  |
| Project Type | WG  DG  SG  TF  Individual |
| Known References |  |
| External Liaisons | AES  ATSC  CEA  EBU  IEC TC100  ISO TC36  ITU-R  ITU-T  JTC1/SC29/WG1  JTC1/SC29/WG11 |
| Additional Liaisons |  |
| SMPTE Liaisons | 10E  20F  21DC  24TB 25CSS  30MR  31FS  32NF  33TS  34CS  35PM |

Notes for Table 4

* **Secretary.** [optional] Member of the Standards Community to perform secretarial tasks
* **Editor.** Member of the Standards Community who will edit the document
* **Dates.** Estimation of the start and end dates of the project. Consult with TC Chair or SVP or Engineering Director for help.
* **Parent TC**. The TC this project reports to. Assigned by SVP – leave blank if not known
* **Project Type**. WG – Working Group typically for larger projects with several subgroups doing drafting, DG – Drafting Group for drafting an individual document, SG – Study Group to create an Engineering Report (internal to SMPTE or for publication), TF – Task Force for study groups involving multiple TCs or active participation by external organizations, Individual – for projects with only a single person doing the work.
* **Known References**. Complete this section if there are known documents or bodies of work critical to the project e.g. SMPTE mapping of an ITU or ISO/IEC standard.
* **External Liaisons**. Known entities to be informed that the project has started. The Group should draft the liaison letter for the SVP and submit via the TC chairs.
* **Additional Liaisons.** Additional Liaisons not in the list above
* **TC Liaisons.** Check the TCs with which documents should be shared or communications maintained.