

# Administrative Guideline



## Document Flowcharts

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This Standards Administrative Guideline 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.

### Table of Contents

<b>Document Flowcharts</b> .....	<b>1</b>
<b>1 Scope</b> .....	<b>2</b>
<b>2 Conformance Notation</b> .....	<b>2</b>
<b>3 Normative References</b> .....	<b>2</b>
<b>4 General</b> .....	<b>3</b>
<b>5 Workflows</b> .....	<b>3</b>
5.1 Projects and Subgroups .....	4
5.2 Engineering Documents (ST, RP and EG) .....	5
5.3 Registered Disclosure Document (RDD) .....	6
5.4 Administrative Guidelines, Advisory Notes and Engineering Reports (AG, AN and ER).....	7
5.5 Document Reviews .....	8

### Foreword

SMPTE (the Society of Motion Picture and Television Engineers) is an internationally-recognized standards developing organization. Headquartered and incorporated in the United States of America, SMPTE has members in over 80 countries on six continents. SMPTE's Engineering Documents, including Standards, Recommended Practices, and Engineering Guidelines, are prepared by SMPTE's Technology Committees. Participation in these Committees is open to all with a bona fide interest in their work. SMPTE cooperates closely with other standards-developing organizations, including ISO, IEC and ITU.

## 1 Scope

This Administrative Guideline shows in flowcharts, the various workflows that are used to complete work items (Projects) in the Standards Community (SC).

## 2 Conformance Notation

Normative text is text that describes elements of the design that are indispensable or contains the conformance language keywords: "shall", "should", or "may". Informative text is text that is potentially helpful to the user, but not indispensable, and can be removed, changed, or added editorially without affecting interoperability. Informative text does not contain any conformance keywords.

All text in this document is, by default, normative, except: the Introduction, any section explicitly labeled as "Informative" or individual paragraphs that start with "Note:"

The keywords "shall" and "shall not" indicate requirements strictly to be followed in order to conform to the document and from which no deviation is permitted.

The keywords, "should" and "should not" indicate that, among several possibilities, one is recommended as particularly suitable, without mentioning or excluding others; or that a certain course of action is preferred but not necessarily required; or that (in the negative form) a certain possibility or course of action is deprecated but not prohibited.

The keywords "may" and "need not" indicate courses of action permissible within the limits of the document.

The keyword "reserved" indicates a provision that is not defined at this time, shall not be used, and may be defined in the future. The keyword "forbidden" indicates "reserved" and in addition indicates that the provision will never be defined in the future.

A conformant implementation according to this document is one that includes all mandatory provisions ("shall") and, if implemented, all recommended provisions ("should") as described. A conformant implementation need not implement optional provisions ("may") and need not implement them as described.

Unless otherwise specified, the order of precedence of the types of normative information in this document shall be as follows: Normative prose shall be the authoritative definition; Tables shall be next; then formal languages; then figures; and then any other language forms.

## 3 Normative References

The following standards contain provisions which, through reference in this text, constitute provisions of this Administrative Guideline. At the time of publication, the editions indicated were valid. All standards are subject to revision, and parties to agreements based on this document are encouraged to investigate the possibility of applying the most recent edition of the standards indicated below.

SMPTE Standards Operations Manual v3.1 Approved by Board of Governors 2015-02-09. Effective 2015-04-04

## **4 General**

This Administrative Guideline shows in flowcharts, the various workflows that are used to complete work items (Projects) in the Standards Community (SC). Most of this work takes place at the Drafting Group (DG) level with balloting of the documents at the Technical Committee (TC). As you can see we use acronyms to abbreviate names to save space on the Flowcharts. Two keys are given on each flow chart to expose the full name of the acronyms.

## **5 Workflows**

This work is broken into five workflow flowcharts.

1. Projects and Subgroups
2. Engineering Documents (ST, RP and EG)
3. Registered Disclosure Documents (RDD)
4. Administrative Guidelines, Advisory Notes and Engineering Reports (AG, AN and ER)
5. Document Reviews

## 5.1 Projects and Subgroups

The following flowchart shows the Project approval process and the Subgroup hierarchy. See OM Section 6.3 and 7.3.1 to 7.3.3.

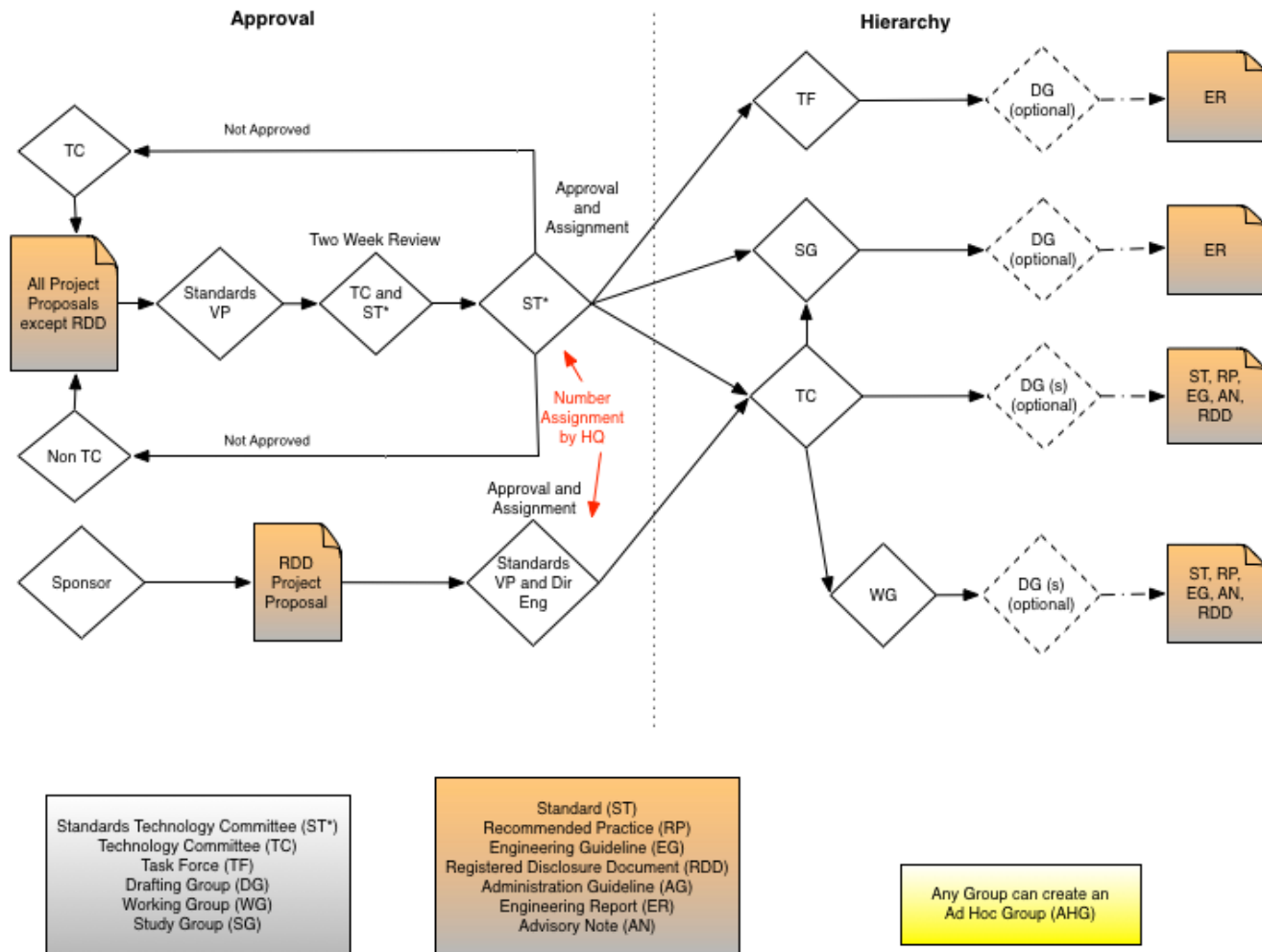


Figure 1. - Projects and Subgroups

## 5.2 Engineering Documents (ST, RP and EG)

The following flowchart shows the process for creating Standards (ST), Recommended Practices (RP) or Engineering Guidelines (EG). See OM sections 6.4 to 6.11.

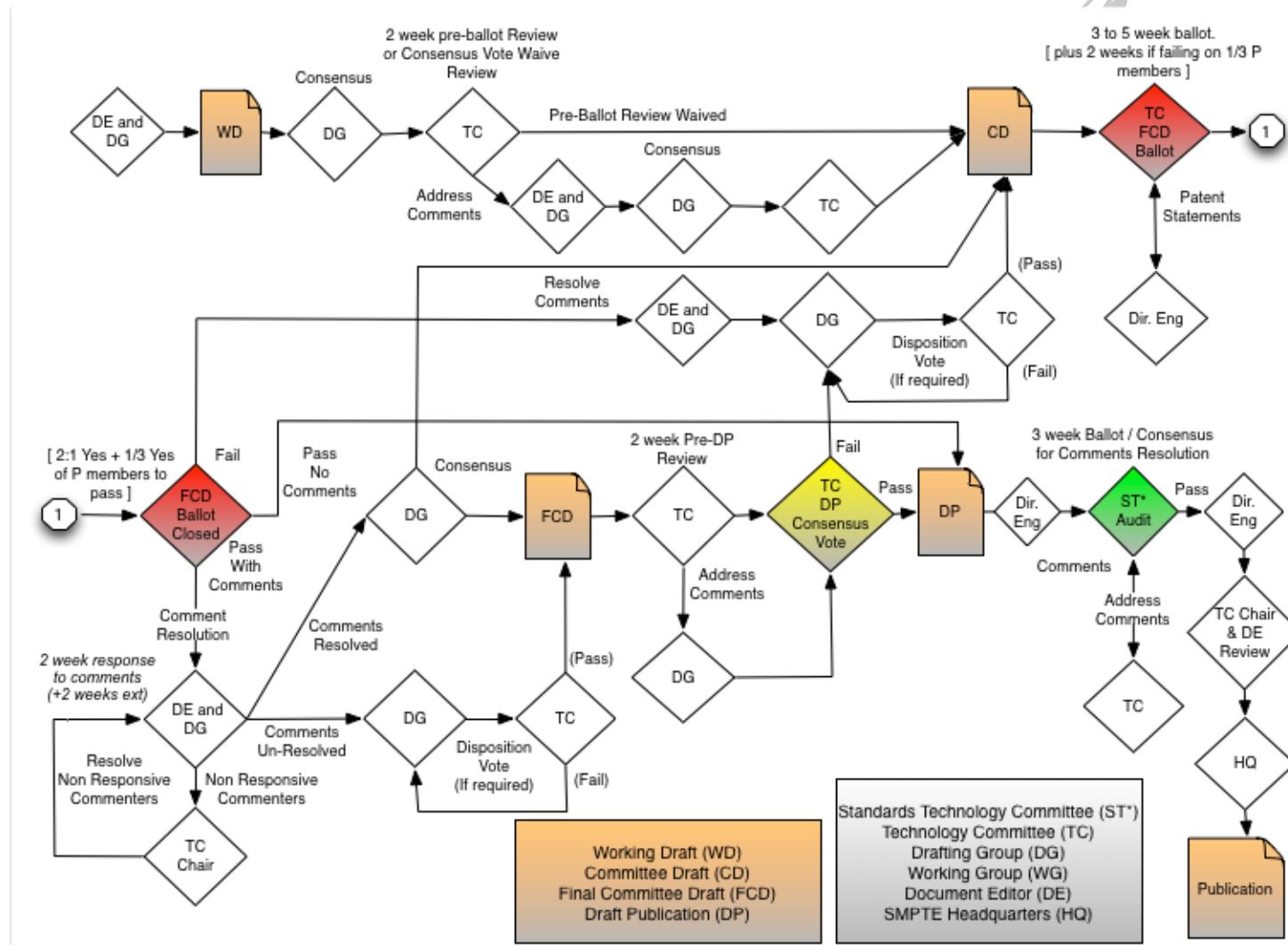


Figure 3. - Engineering Documents

### 5.3 Registered Disclosure Document (RDD)

The following flowchart shows the process for a Registered Disclosure Document (RDD). See OM sections 7.3.4 to 7.3.6.

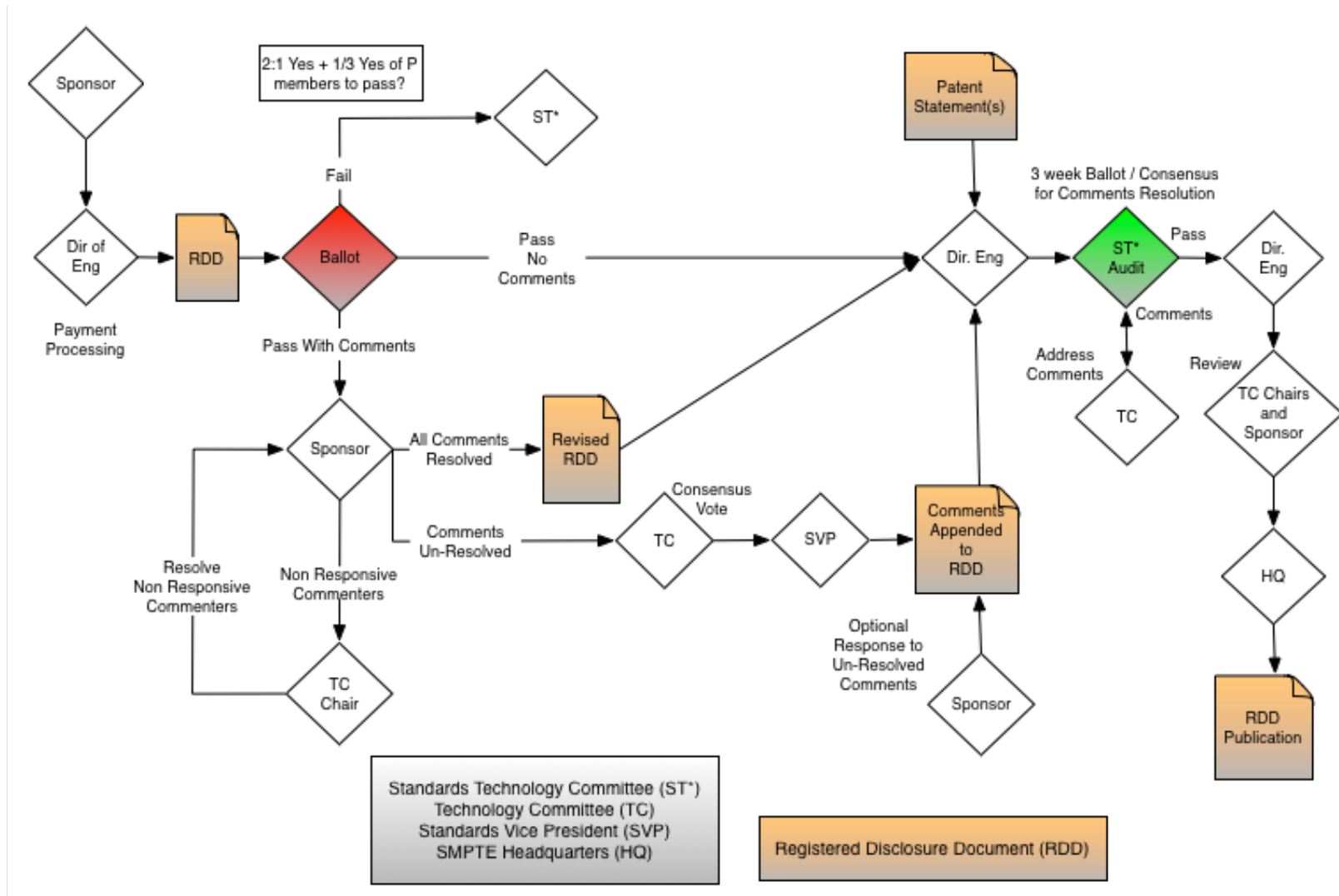


Figure 4. - Registered Disclosure Documents

#### 5.4 Administrative Guidelines, Advisory Notes and Engineering Reports (AG, AN and ER)

The following flowchart shows the process for Administrative Guidelines (AG), Advisory Notes (AN) and Engineering Reports (ER). See OM section 5.4.

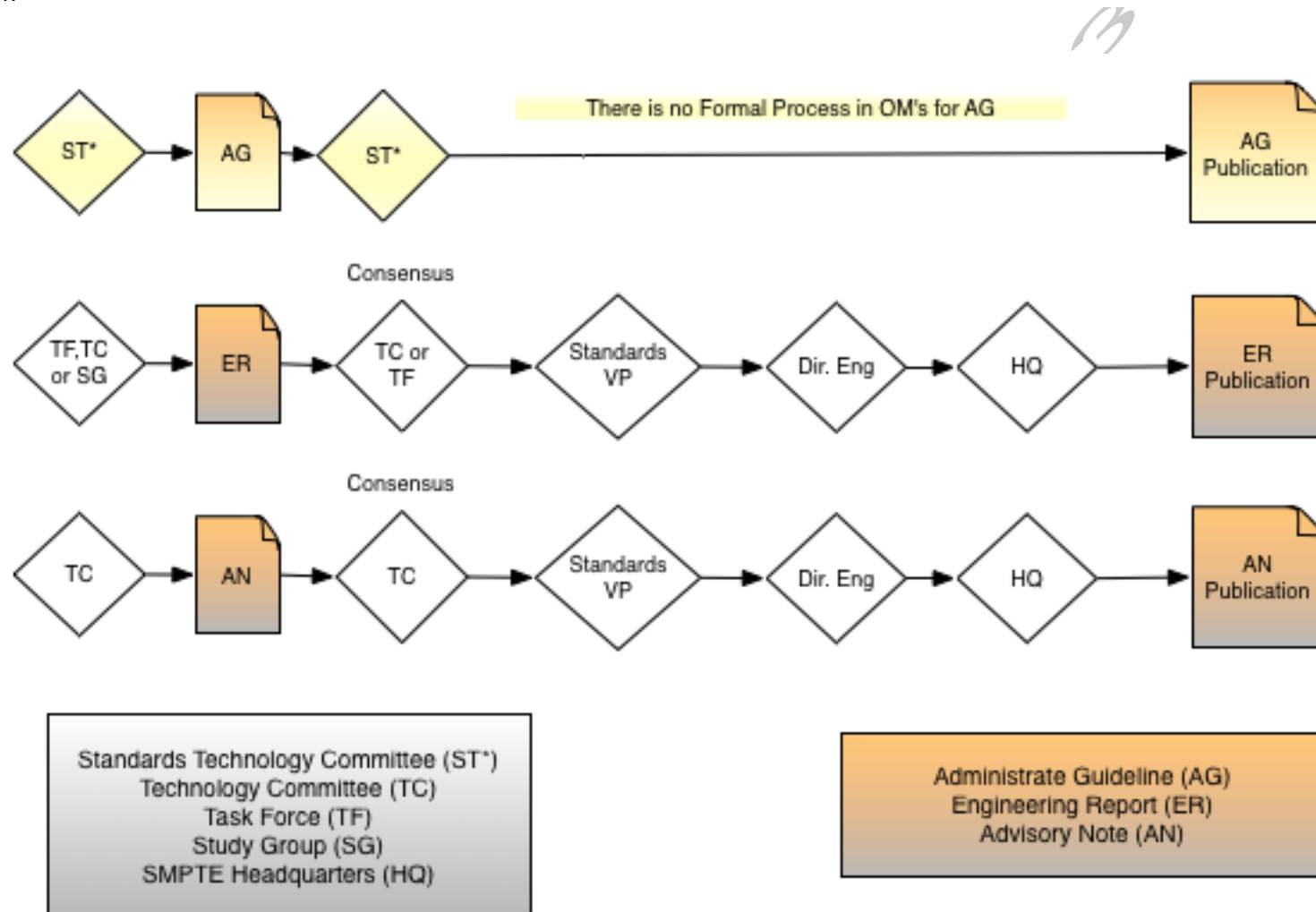


Figure 5. - Administrative Guidelines, Advisory Notes and Engineering Reports

## 5.5 Document Reviews

The following flowchart shows the process for reviewing documents. See OM sections 6.12, 6.14, and 6.15.

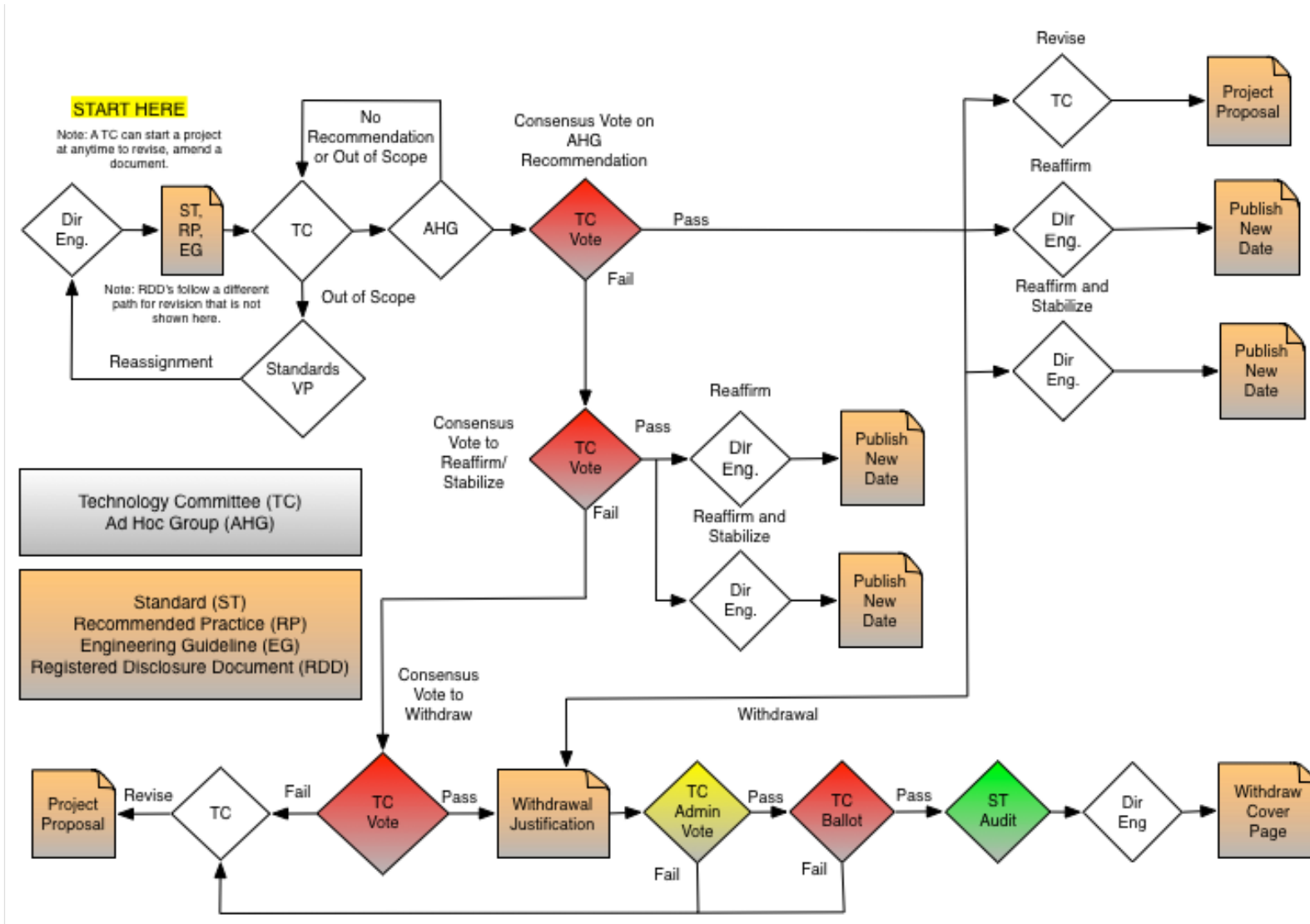


Figure 6. - Document Reviews