



## **GUIDE SHARE EUROPE Requirements**

### **Guidelines for Working Group Chairman**

This document will describe what a Working Group Chairman has to take in consideration when starting to use the requirements system.

The system is developed by SHARE and some expressions used may differ from what is used in GSE, but we are sure it will be no problem to understand. The application is shared between both organisations but the databases are separate. In previous versions, the system had the GSE regions separated. The new version has no regions and all requirements for a specific area are put together.

To use the requirements system you must have a personal User ID and a password. Send a request to ERM telling your name, company, country and your Working Group name. You will receive your Id in a couple of days.

When you have got your ID, and been granted access to one or more areas, you can view requirements in different ways. You can choose between numbers of pre-defined queries. You have also the possibility to administer your group's requirements. There is also an emailing function where you can send messages to the members interested in your area.

The system can be used for voting in either of two ways, online or at a Working Group meeting.

#### **Online voting**

The online voting has the benefit that all members interested in a specific area, regardless of region, have the possibility to discuss a requirement and vote on it.

To use the online voting function your Working Group member must register in the system and also choose the areas of interest. After that, they can view all the requirements belonging to the areas they have chosen. A GSE member can choose as many areas he/she wants.

Please see the separate document **Requirements Procedure** for details.

#### **What to do after voting at a Working Group meeting**

After you have voted on a requirement at a Working Group meeting you must fill out the votes to calculate the priority before sending it to IBM. First enter your requirement(s). This can be done before or after your meeting. After this is completed, save it and it will have the "Initial" status.

To enter the votes you must put the requirement in "Open for Discussion" status. To do that, click on the "By Status" and then the "List Initial" buttons. Here you will find all requirements in Initial state, from your Working Group and also from corresponding Working Groups in other regions. Mark your requirements and choose "Open for Discussion", click on the "Change Status of checked requirements" button.

Click the "Action Menu" button. Now you will see an "Enter Working Group Votes" button. Press it and you have your requirements listed. Enter the votes and click "Commit Votes". The system will now calculate the priority. The requirements are moved to "Final Voting" status. Go to "Actions Menu" and click the "Review Votes" button. Update the FITS Pipe, Entity and Release for all the requirements. When all fields are updated, the "Submit ALL Requirements to Vendor" button will

appear. Press it and the requirements will be submitted to IBM. The status is changed to “Waiting for Response”.

If you have any questions, please send an email to GSE European Requirements Manager at [erm@gse.org](mailto:erm@gse.org).