GUIDE SHARE EUROPE Requirements Procedure

Introduction

The purpose of this document is to describe how to use the requirements system. The system is developed by the SHARE organization in USA. In this text and in the system you will see the word “Project”. It is similar to “Working Group” or software product(s) in GSE. The application itself is shared between both organizations but the databases are separate.

People responsible for handling of each requirement:

GSE WG Requirements responsible – WG Chairman
GSE Requirements Responsible – GSE European Requirements Manager (ERM)
IBM Process Manager – the IBM Liaison officer to GSE

Ask for ID and Password

If you do not have an ID and a Password, please send a request with your full name, company name and country to GSE European Requirements Manager at erm@gse.org.

Accessing the system

1. Go to http://www.gse.org in your web browser.
2. Click on “Members” in the header.
3. Choose ”Click here to get access to the requirements system”
4. Login with your ID and Password.

Accessing the system for the first time

After you have logged in the first time you have to choose which areas you are interested in. Click on the link “list of Areas of Interest (projects)” and make your choice from the list. A request will be sent to ERM and he will handle it as soon as possible. You will receive a mail when you have been granted access to a new project. You will then see the projects you have access to at the first screen after login.

Viewing requirements

To view requirements you have to select the area (project) it belongs to. Then you can view requirements in various ways, as you will see at the screen. To switch to another area, just click on “Select Project” at the top and select one of your other projects.

Phases of a requirement

1) **Initial**: Someone creates a new requirement. May or may not be a Working Group member.

2) **Validation and Review while the requirement is still in Initial Status**: Working Group staff reviews the requirement and either accepts the requirement (Moving it to Open for Discussion); or confers with the Author about the proper disposition; or reassigns to another more appropriate area.

3) **Open for Discussion**: During this phase ALL area participants get a chance to review the requirement and make comments. The Working Group staff reviews all comments and may modify the text of the original requirement based on the comments.

4) **Open for voting**: During this phase ALL area participants get a chance to set the priority of the requirement by voting. There is no provision for accepting comments during this phase. The

requirement may not be changed because others have voted based on the requirement as stated.

5) **Finalize voting**: Working Group staff calculates the priority and completes the requirement by updating the fields that route a requirement to the appropriate area within IBM (FITS).

6) **Waiting for Response**: The requirement has been submitted to IBM.

7) **Provider Responded**: Response fields have been updated with response from IBM. Over time a requirement can receive multiple responses from IBM.

Entering Requirements
Any member who has got access to the system can enter a requirement. Fill out at least all required fields and save the requirement. If you keep the cursor over the heading you will find some help text. It is not necessary to edit all fields at a time, you may save it and pick it up again and continue the editing. After the entering is completed the author must notify the Working Group Chairman for the area the requirement belongs (or the GSE European Requirements Manager, erm@gse.org) that a new requirement is ready for discussion and voting. The requirement is put in "Initial" state.

Online discussion on Requirements
The Working Group staff validates and reviews the requirement. After it has been done, they put it in "Open for discussion" state. They will also send a message to all members who have registered the interest of the specific area. During this phase, the Working Group staff reviews all comments and may, with accept from the author, modify the text of the original requirement based on the comments. At the end of the "Open for Discussion" phase the requirement will be put in "Open for voting" state. The requirement will be open for discussion for two weeks.

Online voting on Requirements
The Working Group staff will send a message to all members interested in the specific area telling that a new requirement are open for voting. The members can now login, select the requirement and cast their votes. The voting will end after two weeks.

Discussion and Voting on Requirements at regional meetings
The Requirements System is designed for online voting, but it can also be used for voting at regional Working Group meetings.

The requirement is presented for the participants at the meeting. The audience can discuss the requirement and also do corrections to it. After that, the voting will take place and the Working Group staff updates the requirement with the votes.

The votes you can give:
+5 VITAL to your installation
+4 Important
+3 Useful
+2 "Nice"
+1 NO importance
0 means Abstain. The vote is NOT counted in computing the average.
-1 disagreement of NO importance
-2 low negative impact
-3 medium negative impact
-4 high negative impact
-5 extreme negative impact

The Working Group staff will put the requirement in "Finalize Voting" state. The priority is automatically calculated by the system.

Finalize voting and submission

The Working Group staff updates the FITS Pipe, Entity and Release in the requirement and submits it to IBM. After that, the requirement is put in "Waiting for Response" state.

Waiting for Response

The requirement has been submitted to the provider. We have an agreement with IBM that a response should be given within 90 days.

Provider Responded

When we receive response from the provider, the requirement is updated and put in "Provider Responded" state. The response can be one of the following:

Code	Response	Definition
AC	**Accepted**	IBM agrees with the request and a solution is desirable and feasible. IBM intends to provide a solution.
AK	**Acknowledgement**	IBM has received this requirement and someone is evaluating it. An additional response will be given before the end of this measurement cycle.
AN	**Announced**	IBM believes that the request described has been addressed by an announced product, service or policy.
AV	**Available**	IBM believes that the request described has been solved with a current product, service or policy.
RC	**Recognised**	IBM agrees with the request and a solution appears to be a desirable objective. A solution, however, may not presently appear feasible or implementable.
RJ	**Rejected**	IBM does not intend to provide a solution to this request.
SG	**Suggestion**	IBM will use this request as input to planning, but no commitment is made or implied.
UC	**User Clarification**	IBM is unable to respond to this request as defined. IBM may not consider the request further until it has been revised and clarified.

Questions and comments

If you have any questions about the Requirements System or comments to it, please send a mail to the GSE European Requirements Manager erm@gse.org. Thanks for your cooperation.