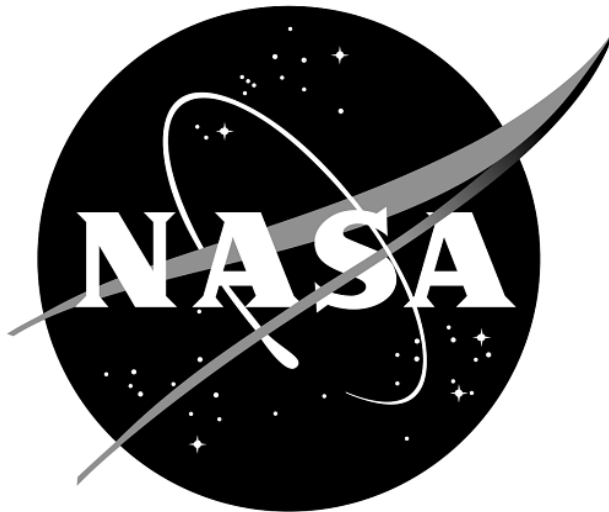

PDS4 Standards Change
Request (SCR) Process

NASA Planetary Data System



DRAFT

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Change Log

Revision	Date	Description	Author
Draft	2014-07-28	Initial draft.	E.Law, R. Simpson R.Joyner
Draft	2014-12-28	Stipulate CCB charter is a controlling document -- draft	D.Crichton R.Joyner

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1. Purpose

The PDS4 Standards Change Request (SCR) Process (the Process) is established to manage the orderly evolution of PDS4 Standards. The Process governs:

- (1) initiation of change requests;
- (2) assessment of requests;
- (3) determination of best response; and
- (4) monitoring of implementation, if action is approved.

This document describes the steps in the PDS4 SCR Process.

1.1 Controlling Documents

[1] PDS4 Standards Change Control Board (CCB) Charter, June 2013.¹

2. Scope

For purposes of the Process, PDS4 Standards include the PDS4 *Information Model* (including its *Data Dictionary* and schema and Schematron files) and the following PDS4 documents:

- *Concepts Document* (including *Glossary* and *Data Dictionary Tutorial*)
- *Standards Reference*
- *Data Provider's Handbook* (including *Examples*)

The Process applies to the documents listed above and to ‘common’ parts of the PDS4 *Information Model* — those for which steward and namespace are both equal to “pds”. Change requests may include requests for resolution of inconsistencies and/or ambiguities within the above (collectively known as “bugs”) as well as proposals for new capabilities and/or restrictions on existing capabilities.

3. Steps

¹ This document augments the SCR process described in “Appendix – Change Request Process” in [1].

Change requests are initiated through the JIRA system (<https://pds-jira.jpl.nasa.gov/>), which has been set up for the purpose of entering and tracking PDS4 SCR². Anyone with access to JIRA (a ‘Reporter’) may enter a change request; modifying or commenting on the SCR is possible at several points.

Steps in the Process are defined below.

3.1 Initiation of a Change Request

The JIRA interface requests the following information:

- (1) a title for the SCR;
- (2) a brief statement of the problem;
- (3) a brief outline of the proposed solution;
- (4) a list of specific changes requested; and
- (5) priority of the request and a target date.

The Reporter should complete these (and the other) fields to the best of his/her ability. If the request is judged to have merit, empty fields will be completed and/or inappropriate or unworkable field content will be improved at later stages in the Process.

3.2 Assessment of a Change Request

Once an SCR has been submitted, the CCB Coordinator will send it to the Engineering Node (EN) for a preliminary assessment. EN will determine whether the SCR has merit — does it address a real deficiency or propose a worthwhile enhancement (or did the Reporter simply not understand the system)? The Data Design Working Group (DDWG) may be consulted in this step, commenting specifically on whether the SCR is consistent with orderly evolution of the PDS4 design. If the SCR does not have merit, the CCB Coordinator will forward it to the CCB with a recommendation to deny the request.

3.3 Respond to a Meritorious Change Request

If the SCR does have merit, EN will evaluate the solution submitted by the Reporter (if any), develop its own solution, or a combination of both. EN will then estimate the impact of the changes on PDS4 Standards, design, and operations. The CCB Coordinator may request input from the DDWG to improve the content of the SCR. When the SCR is mature, the CCB Coordinator will forward the request to the CCB, optionally with a recommendation.

3.4 Deciding a Change Request

The CCB may take any of the following actions [1]:

- (1) approve the SCR as is,

² Once submitted, an SCR remains in the system permanently.

- (2) approve the SCR after revision,
- (3) deny the SCR, or
- (4) queue the SCR for additional study.

In the case of (4), the CCB Coordinator returns the SCR to EN for additional information or further study. The CCB may also raise an SCR to the MC if there are policy or other issues that appear to be beyond the purview of the Process.

CCB actions may be by formal vote or by consensus, the latter being more appropriate for ‘bug fixes’ and ‘minor edits’ to documentation that do not require discussion. CCB decisions will be communicated to the Reporter, MC, and other interested parties [1].

3.5 **Implementing a Change Request**

An approved SCR goes to EN for implementation.

3.6 **Commenting on a Change Request**

Anyone with access to JIRA should be able to see the current status of a submitted SCR (including all updates and attachments) and add relevant comments.

3.7 **Monitoring Implementation of an Approved Change Request**

EN will report to the CCB from time to time on the implementation of each approved SCR.

4. **Roles and Permissions**

The following individuals and groups are involved in the Process:

- Reporter – creates and submits an SCR.
- EN – tasked with efficient management of work flow within the Process and with providing assessments and responses to SCRs
- CCB – has authority to approve changes to PDS4 Standards within the Process.
- MC – parent organization of the CCB; optionally reviews CCB decisions.
- DDWG – responds to requests for technical advice, including design considerations.
- Interested Party – optionally examines SCRs and submits relevant comments

The table below indicates which permissions are granted to each of the above in terms of interacting with SCRs via JIRA.

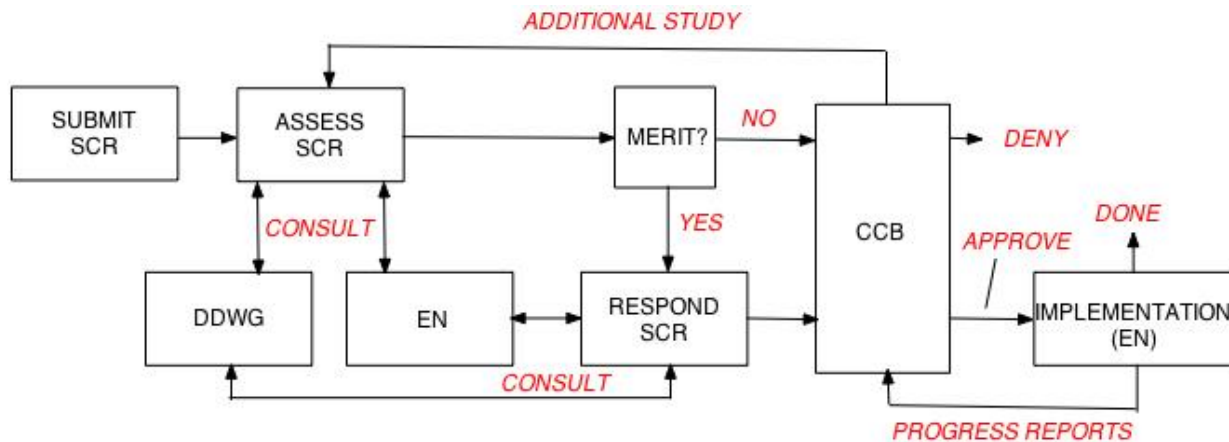
Roles	Read any SCR	Comment any SCR	Create SCR	Update own SCR ²	Update any SCR ²	Vote any SCR ²
Reporter ¹	X	X	X	X	-	-
EN	X	X	-	-	X	-
DDWG	X	X	-	-	X	-
CCB	X	X	-	-	X	X
MC	X	X	-	-	X	X
Interested Party	X	X	-	-	-	-

Notes:

1. SCRs are submitted by individuals. A member of EN, DDWG, CCB, or MC who submits an SCR becomes a Reporter. Certain members of IPDA and other organizations with access to JIRA may also become Reporters.
2. Some permissions may be restricted as an SCR moves through the Process.

The CCB Coordinator provides liaison among EN, DDWG, and CCB [1].

5. Flow Chart



6. Appendix — Abbreviations / Acronyms

The following acronyms pertain to this document:

CCB	Change Control Board
DDWG	Data Design Working Group
EN	Engineering Node (PDS)
JIRA	Project and Issue tracking system
MC	Management Council
PDS	Planetary Data System
SCR	Standards Change Request