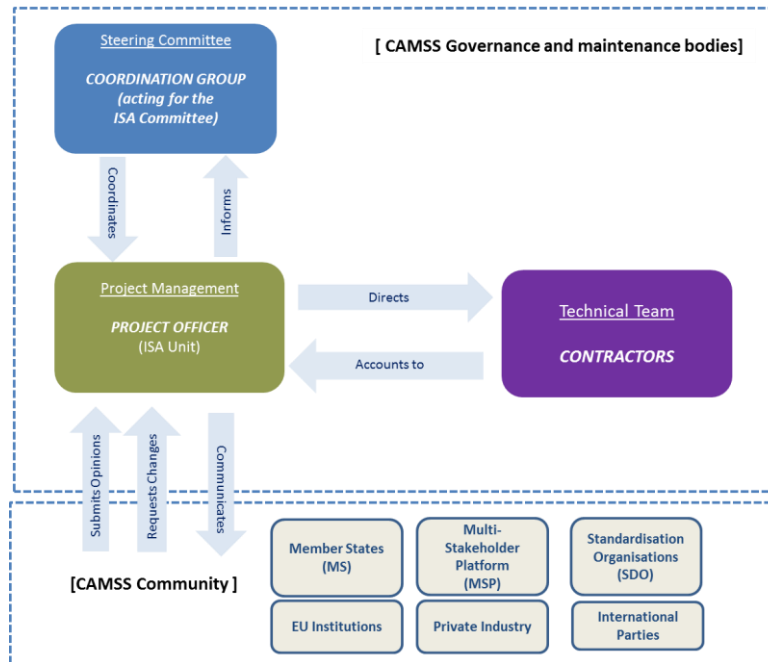


CAMSS D03.01 - Governance	
Summary	
ID	EU04
Initiative	ISA
Short description	A governance structure in charge of directing, developing and sustaining the CAMSS (Common Assessment Method for Standards and Specifications) project, and the means and to facilitate the communication and flow of information amongst the different Governance Framework actors. It also includes the definition of the Change Management process and the related tools/documents.
Owner	ISA Action 2.2
Contact	suzanne.wigard@ec.europa.eu - ISA Unit
Type	Framework
Sub-Type	Strategy
Context	Cross-border, Cross-sector
Base Registry type	All
Operating model	Not Available/Not Found
IPR	Not Available/Not Found
Status	Operational (Not published)
More details	
Aggregated business need	ABN – 16 Need for collaboration rules
Functionalities	<ul style="list-style-type: none"> - Definition of the Governance and Maintenance structure: <ul style="list-style-type: none"> ○ The Steering Committee ○ The Project Officer ○ The Technical Team ○ The CAMSS Community - Definition of the different communications: <ul style="list-style-type: none"> ○ Internal Communications ○ External Communications - Definition of the Change Management process and the related tools/documents.
Design/Architecture	<p>Governance and Maintenance structure</p> <p>The goals of the governance and maintenance are to review, agree and endorse every new update of the method. As shown in the figure below, distinct persons or groups of persons execute these steps. This section describes the roles that each of them plays.</p>

CAMSS governance and maintenance structure



Steering Committee	Project Officer	Technical Team	CAMSS Community
Strategic guidance to project management	Direction and management	Implement and maintain CAMSS Method	Provide feedback
Scope definition	Organisational oversight	Input and advice to PO on the method	Promote usage
Alignment with EC policy	Feed-back compilation	Feedback gathering	
Accountability to MS and EU	Risk and opportunities identification	Technical guidance	
	Governance and maintenance bodies and Community coordination	CAMSS ambassadors	
		General feed-back	
	CAMSS promotion, internal and external dissemination		
	CAMSS synergies with other ISA Actions		
	Political buy-in		

Communications

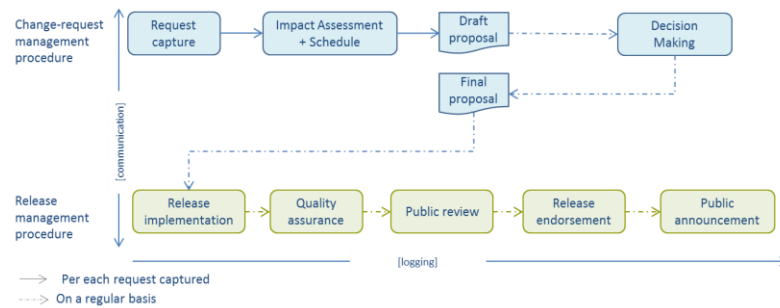
- Internal Communications:
 - o The governance and maintenance bodies must be able to communicate with each other privately.
 - o The ISA Committee and the Coordination Group already have their own established official communication channels.
 - o Communication between the Technical Team (TT) and the Project Officer (PO) will be continuous and based on regular face-to-face meetings, teleconferences and email, using the current tools and collaboration platforms provided by the Commission for easy sharing of internal documents, such as meeting agendas, minutes and other.
- External Communications:
 - o The CAMSS Community on Joinup.
 - o The ISA Website and related platforms
 - o An open Repository where the method resides using the Joinup SVN system.

Change Management Process

It includes the group of activities related to the management of both the change requests and the development or evolution of releases.

- Change request management: Any proposal oriented to modify CAMSS must be expressed as a change request. Opinions or any other type of comments shall not be assessed as inputs for change unless they are formatted and submitted as change requests.
- Release management: The release implementation should start only after the Steering Committee (SC) has published the final change requests proposal. The Technical Team (TT), once informed by the PO, shall then start preparing a new release

Change management global activities



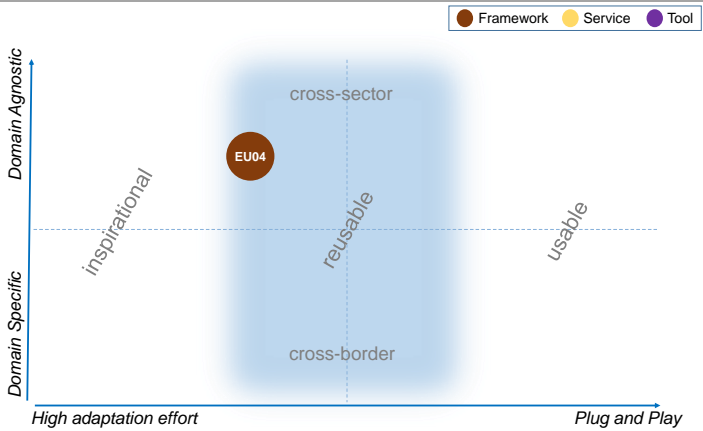
In principle, a complete change management cycle should take one year. Therefore new releases shall be published yearly unless the governance bodies decide otherwise; e.g. the nature, quantity, complexity or circumstances related to the change requests or to their implementation may lead to decide that a new version of CAMSS should not be released the next time-cycle and should wait until the following year.

Change management documents

#	Document	Use	CM time-line	Users
1	Change-request form	Captures the change request basic data	At change request capture time	Requestors, TT, and PO
2	Change-request proposal document (the draft proposal is a working document, whilst the final proposal can be viewed as the endorsed "record" of	Gathers the impact assessment conclusions, solution recommendations, implementation time-schedule and release-implementation schedule	All along the change request management until it is submitted to the SC for endorsement	TT, PO and SC

		the draft proposal)			
	3	Change-request log	Musters relevant event data triggered during the change request management. It may be used for reporting, accountability, governance monitoring, etc.	All along the change-management time-cycle.	TT
	4	Release-update log	Musters relevant event data triggered during the release management. It may be used for reporting, accountability, governance monitoring, etc.	All along the release management time-cycle.	TT
Technologies	Not Available/Not Found				
Specifications	Not Available/Not Found				
Management	Not Available/Not Found				
Governance	The solution itself				
Sustainability	Not Available/Not Found				
Documentation	D03.01 Proposed change management and coordination mechanism v1.4				
ADMS	Not Available/Not Found				
Current Users	Not Available/Not Found				
EIRA					
View	Organisational View				
Building Block	Organisational Structure				
Reusability					

Landscape



Criteria

