

OASIS TECHNICAL COMMITTEE

FORMAT OF AUTOMOTIVE REPAIR INFORMATION

Terms of Reference Feature Specification

Document Control

Document Code	SC4-002
Author(s)	John Chelson
Date	29-09-02
Version	Version 1.0

Notes:

This document uses a standard template for the OASIS TC – Format of Automotive Repair Information. By using it, documents can be identified easily and tracked through version control. Documents in other formats and templates may be circulated as part of the work of the TC, but this template should be used where possible to help with general management of our work.

Document Codes are assigned to allow tracking and reference of versions. A list of all coded documents will be maintained by the programme managers. To obtain a new code for your document please email your intended title and document category to autorepair@cs.w.co.uk

TC-xxx	General TC documents
SC1-xxx	Documents for sub-committee 1 – Use Cases and Requirements
SC2-xxx	Documents for sub-committee 2 – Architecture and Specification
SC3-xxx	Documents for sub-committee 3 – Terminology and Vocabulary
SC4-xxx	Documents for sub-committee 4 – Accessibility

Version numbers should be assigned starting with 1.0 and incremented with each new version circulated by the author(s). A version note should be added for each new version on page 2.

Please put the correct title on the front page and in the header on subsequent pages. The title field can be updated by selecting File|Properties and updating the Title field in the Summary tab. Then update the fields on the front page and header.

Please use heading styles Heading 1, Heading 2, etc for the titles of sections.

The table of contents on page 2 can be updated by right clicking and selecting Update.

Version	Note
1.0	First version

Contents

1. Scope	3
2. Deliverables.....	4
3. Materials.....	4
4. Activities and Methods.....	4
4.1 Draft Requirements Specification and Terms of Reference.....	4
4.2 Specification of Requirements	4
4.3 Collation of requirements	5
4.4 Comment on collated requirements.....	5
4.5 Iterative Releases of Drafts	5
4.6 Extract Requirements with no Consensus	5
4.7 Resolution of Requirements with no Consensus.....	5
4.8 Sign-off by Sub-committee SC4	6
4.9 Sign-off by Technical Committee	6
5. Interactive Working.....	6
6. Timescale	6
7. Responsibilities and Resources	6

1. Scope

This Terms of Reference covers work to be undertaken by sub-committee SC4 – Accessibility of the OASIS Technical Committee for Format of Automotive Repair Information.

The scope of the work is to specify the accessibility features that should be supported in the final specification.

The Charter for the Technical committee (items 5, 6 and 7) states that the scope should be to:

“Identify features necessary for access to information (e.g. search engines) that can be correlated to the document structure and/or content, including access to information in manufacturer-specific tools, packaging of information to make viable cost units, application of “pass-through” programming”

“Establish minimum (or ideal) configurations for end-user access, with an emphasis on open or ubiquitous standards:

- a. identify the most common hardware platform(s), including operating system(s);
- b. identify the most common software and/or interfaces”

“Establish the performance criteria for provider information delivery systems (e.g. monitoring of web-site performance).”

The purpose of the study covered by this Terms of Reference can be summarised as:

1. Identify the features necessary for access to information.
2. Document the feature requirements

The feature requirements will then feed into the overall Requirements Specification being developed by SC1.

The Use Case summary identifies the board categories for which accessibility features should be defined:

- Generic Scan Tools
- CD ROM
- Hardcopy (Print)
- Internet

The first meeting of the SC4 sub-committee identified the following scope of accessibility features:

- Access to information in manufacturer-specific tools
- Packaging of information to make viable cost units
- Application of “pass-through” programming
- Access DTC via a generic scan tool (OBD relevant)
- Access to checking procedures

2. Deliverables

The deliverable from this work is a documented Feature Specification – SC4-D1 Feature Specification – signed off by each member of the sub-committee SC4 and agreed through a vote of the Technical Committee.

The deliverable SC4-D1 Feature Specification will provide input into the overall Requirements Specification being developed by SC1 – Use Cases and Requirements, SC1-D2 Autorepair Requirements Specification.

3. Materials

The following materials will be used as input to the activities described in this terms of reference:

- Use Cases submitted prior to the start of the Technical Committee
- SC1-D1 Use Case Summary

4. Activities and Methods

The work covered by this Terms of Reference can be sub-divided into the following activities:

1. Draft Feature Specification and Terms of Reference
2. Specification of feature requirements by members of sub-committee SC4
3. Collation of features into a single document
4. Comment on collated features by members of sub-committee SC4
5. Iterative process of re-release, comment, collate, re-release
6. Extraction of features about which there is no consensus
7. Resolution of requirements for features that are not agreed by all members
8. Sign-off of features by every member of the sub-committee SC4
9. Sign-off of features by the Technical Committee (a vote)

4.1 Draft Requirements Specification and Terms of Reference

The Programme Managers will draw up a first draft of the SC4-D1 Feature Specification. The first draft will contain sections and some sample requirements that are intended to act as a model for the statement of features and ‘kick-start’ the process of feature specification. The draft Requirements Specification will be circulated to all members of the SC4 sub-committee.

The Terms of Reference (this document) will be circulated at the same time, with an invitation for comments. The TOR and the process for generating the Features Specification will be modified by the Programme Managers in the light of comments received and a revised TOR will be circulated.

4.2 Specification of Requirements

Each member of the SC4 sub-committee will take the draft features specification and use it to generate their own set of feature requirements. This can be done by:

- Leaving requirements from the original draft which are agreed
- Modifying requirements (with comments) if partially agreed

- Removing requirements (with comments) of they are disagreed with
- Adding new requirements under the existing section headings
- Adding new section headings and requirements

4.3 Collation of requirements

The Programme Managers will gather all the feature requirements specifications returned by the members of the SC4 Sub-committee. They will use these to produce a single, collated set of feature requirements, which will then be circulated for comment.

It is expected that the first set of collated requirements will contain some inconsistencies (ie requirements that are in conflict, groups of requirements that could be consolidated into one, etc), but these will be included in the first draft so that all members of the sub-committee can see the full set.

4.4 Comment on collated requirements

The collated requirements will be circulated to all members of the SC4 Sub-committee, who will be asked to comment on them. Comments will be made on the following basis:

- Endorse (agree with) a requirement
- Disagree with a requirement (request that it is removed)
- Suggest a modification to a requirement
- Suggest combination of a set of requirements

4.5 Iterative Releases of Drafts

When comments have been received from all members of the SC4 Sub-committee (any that fail to respond by the deadline set, will be assumed to have agreed with all requirements or deferred to the feedback of another member of the sub-committee) the Programme Managers will collate comments, modify the draft Features Specification and re-circulate. Further comments may be made at this stage, with iterative modification of the requirements document.

4.6 Extract Requirements with no Consensus

It is anticipated that there may be some requirements for which no consensus can be reached (ie one member will deem the requirement essential, another may oppose its inclusion). Any such requirements will be extracted from the specification and brought forward for debate and consideration by the whole SC4 Sub-committee.

4.7 Resolution of Requirements with no Consensus

The SC4 Sub-committee will consider any requirements for which consensus agreement could not be reached (extracted in Step 4.6 above). These requirements will be debated by the group and a compromise found by the group.

It may be necessary to arrange a conference call or face-to-face meeting to resolve any such issues.

The re-written requirement will then be included in the overall Features Specification, or excluded from it if that is the agreement made by the group.

4.8 Sign-off by Sub-committee SC4

Once all requirements have been resolved, the SC4 Sub-committee will vote (either by email or at its next face-to-face meeting) to sign off the Features Specification.

4.9 Sign-off by Technical Committee

The version of the Features Specification signed off by the SC4 Sub-committee will be approved by a vote of the full Technical Committee.

5. Interactive Working

Members of the team working on the deliverables described in this Terms of Reference will interact using the following discussion list set up for the OASIS Technical Committee for Format of Automotive Repair Information:

autorepair-access@lists.oasis-open.org

To sign up to this list please go to <http://lists.oasis-open.org/ob/adm.pl> enter your email address and check the box marked 'subscribe' for the list ' autorepair-access.

General discussion of the activities and deliverables should take place through the discussion list, which is open for scrutiny by any member of the public, and for comment by any OASIS member.

If necessary, participants in the activities may email each other directly to discuss points or issues that are not appropriate or relevant for the more open discussion list. Email addresses for the members of each of the sub-committees are contained in the overview documents

6. Timescale

The estimated timescale for completion of the activities and deliverables are shown in the following table.

Description	Due Date
Circulate first draft requirements specification and TOR	30-09-2002
SC4 committee members comment on TOR, reissue if necessary	07-10-2002
SC4 committee members return requirements	18-10-2002
Collated requirements circulated to SC4 members	25-10-2002
Comments returned, requirements re-circulated	04-11-2002
Resolution of items and sign-off by SC4 members	18-11-2002
Vote to agree requirements specification	22-11-2002

7. Responsibilities and Resources

The Programme Managers will collate requirements and be responsible for the production of the document SC4-D1 Feature Specification.

Each member of sub-committee SC4 will contribute to and comment on the draft deliverable.

Eligible members of the Technical Committee will vote to accept the final document SC4-D1 Feature Specification by email (22-11-02).