

OASIS TECHNICAL COMMITTEE

FORMAT OF AUTOMOTIVE REPAIR INFORMATION

Terms of Reference Autorepair Requirements Specification

Document Control

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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.

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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

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

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Version	Note
1.0	First version
2.0	Revised following TC meeting on 18-10-02

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1. Scope

This Terms of Reference covers work to be undertaken by sub-committee SC1 – Use Cases and Requirements of the OASIS Technical Committee for Format of Automotive Repair Information.

The scope of the work is to create a Requirements Specification that can be used to direct the development of the specification of a common format for repair information. The scope of the requirements should cover (but is not limited to):

- Information Production
 - Information Scope and Types
 - Information Formats
 - Information Access
 - Frequency of Production
 - Cost to Consumers
- Information Consumption
 - General Information
 - Indexing
 - Parts Information
 - Vehicle Identification
 - Vehicle Specific Information
 - Tools and Parts
 - Information Access

2. Deliverables

The deliverable from this work is a documented Requirements Specification – SC1-D2 Autorepair Requirements Specification – signed off by each member of the sub-committee SC1 and agreed through a vote of the Technical Committee.

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
- SC3-D1 Terminology and Vocabulary Requirements specification

4. Activities and Methods

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

1. Draft Requirements Specification and Terms of Reference
2. Specification of requirements by members of sub-committee SC1
3. Collation of requirements into a single document
4. Comment on collated requirements by members of sub-committee SC1
5. Iterative process of re-release, comment, collate, re-release
6. Extraction of requirements about which there is no consensus
7. Resolution of requirements that are not agreed by all members
8. Sign-off of requirements by every member of the sub-committee SC1
9. Sign-off of requirements 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 Autorepair Requirements Specification, based on the document SC1-D1 Use Case Summary. The first draft will contain sections and some sample requirements that are intended to act as a model for the statement of requirements and ‘kick-start’ the process of requirements specification. The draft Autorepair Requirements Specification will be circulated to all members of the SC1 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 Autorepair Requirements 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 SC1 sub-committee will take the draft requirements specification and use it to generate their own set of 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) if 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 requirements specifications returned by the members of the SC1 Sub-committee. They will use these to produce a single, collated set of 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 SC1 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 SC1 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 Autorepair Requirements 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 SC1 Sub-committee at its next face-to-face meeting.

4.7 Resolution of Requirements with no Consensus

The next face-to-face meeting of the SC1 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. The re-written requirement will then be included in the overall Autorepair Requirement Specification, or excluded from it if that is the agreement made by the group.

4.8 Sign-off by Sub-committee SC1

Once all requirements have been resolved, the SC1 Sub-committee will vote (at its next face-to-face meeting) to sign off the Autorepair Requirement Specification.

4.9 Sign-off by Technical Committee

Since the Autorepair Requirement Specification is a key deliverable from the Technical Committee, the version signed off by the SC1 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-req@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-req'.

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	23-10-02
SC1 committee members comment on TOR, reissue if necessary	01-11-02
SC1 committee members return requirements	08-11-02
Collated requirements circulated to SC1 members	15-11-02
Face-to-face meeting/discussion	18-11-02
Requirements re-circulated	22-11-02
Resolution of items and sign-off by SC1 members (face-to-face meeting)	28-11-02
Review at full TC and vote to agree requirements specification	29-11-02

7. Responsibilities and Resources

The Programme Managers will collate requirements and be responsible for the production of the document SC1-D2 Autorepair Requirements Specification.

Each member of sub-committee SC1 will contribute to and comment on the draft deliverable.

Eligible members of the Technical Committee will vote to accept the final document SC1-D2 Autorepair Requirements Specification at a face-to-face meeting (29-11-02).