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Software & System Engineering
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Executive summary

Attendance

WG 7 met in Moscow, Russia with 19 delegates from 11 National Bodies and 5 liaisons attending.

Resolutions were passed at the meeting as follows:

ID	Resolution
Appointments	
1.	SC 7/WG 7 extends its Systems Engineering Study Group under the leadership of Mr Jean-Philippe Lerat with membership of Marcello Pessoa and Valery Vasiutovitch.
2.	SC 7/WG 7 appoints Mr Alain Faisandier as leader of a Harmonization Concept Exploration Study Group with membership Mr Ken Crowder, Dr Hans Daniel, Mr Anatol Kark, Mr Perry DeWeese, Mr Doug Thiele, Dr Jerry Lake to explore the concepts relating to harmonization of as defined in SC 7.
3.	SC 7/WG 7 appoints Mr Perry DeWeese to represent Working Group 7 as WG 10 liaison at the March 2002 Pisa meeting.
Work items	
4.	SC 7/WG 7 requests its Secretariat to submit the Guide to ISO/IEC 15288 System life cycle processes for combined WD, PDTR registration and PDTR ballot as a Technical Report Type 3 after the changes to WD.3 have been finalized. (10/11 For with 1 Abstention)
5.	SC 7/WG 7 requests the SC 7 Chair to submit a request to JTC 1 to include Excel 97 as an acceptable medium for submitting document comments. SC 7 has already adopted Resolutions 574 and 588 in relation to the use of Excel 97 for the purposes of commenting.
Appreciations	
6.	SC 7/WG 7 extends its appreciation to Mr Robert Halligan for his contribution to the work of WG 7 as INCOSE liaison.

Guide for ISO/IEC 15288

Objective	Progress
Disposition WD.3 comments and maintain consistency with ISO/IEC 15288	Completed
Move to the next stage	PDTR will be the next document

ISO/IEC 12207

Objective	Progress
Resolve Editorial issues raised by WG 10 and the ISO Central Secretariat	Completed
Submit to SC 7 for Final Draft Amendment ballot	FDAM resubmitted

ISO/IEC 15288

A draft 1 FDIS “strawman” (prototype) approach will be used in San Diego so that the impact of related comments can be readily appreciated during comment disposition.

Systems Engineering Study Group

The draft report was reviewed and the Study Group was requested to incorporate final suggestions and submit the report for National Body review.

Harmonization Concept Exploration Study Group

All delegates participated in discussions regarding the scope of work and possible ways to move forward. Key items were:

- Plan for the harmonization work
- Consolidate the Revision road map and define the Revision process
- Collect inputs for the harmonization.

A draft document will be distributed prior to the San Diego meeting.

Harmonization

The Conveners of WG 7, WG 10 and WG 18 met briefly on the last day to discuss their work programs, review progress and to thank the hosts.

Recognition

Dr. Askold Piyavchenko, Professor Vitaly Panov and Professor Andrey Kostogryzov were sincerely thanked for organizing a very successful meeting. Marina Tokareva provided excellent assistance with Administration and translation for those delegates who could not speak Russian.

1. Opening WG 7 Plenary

1.1 Welcome and objectives

1.1.1 Roll call

National Bodies were represented at the meeting as detailed in Annex A.

1.1.2 WG 7 Convener report

The Convener Mr Stan Magee welcomed WG 7 delegates and thanked Russia for hosting the meeting. He then outlined the program of work for the meeting. Refer to N0520 *Convener's report to WG 7 - Moscow*.

1.1.3 Meeting objectives from WG 7 Heads of Delegation

The consolidated meeting objectives and progress made are included in the Executive summary.

1.2 Meeting agenda and schedule

1.2.1 Agenda adoption

The agenda was adopted as N0524 *Final agenda. WG 7 meeting, Moscow, October 2001*.

1.2.2 Daily schedule adoption

The schedule was adopted as N0531 *Final daily schedule. WG 7 meeting, Moscow, October 2001*.

1.3 Membership list

The WG 7 membership list was revised and has been distributed as N0535 *WG 7 Moscow 2001 membership list*.

1.4 Registration of contributed documents

A request was made for key contributed documents that had been prepared since the previous meeting to ensure that they had been recorded. No documents were submitted for formal recording.

1.5 Previous minutes

1.5.1 Approval

The minutes for the previous meeting N0444 *WG 7 Nagoya 2001 minutes* were adopted as a true and correct record.

1.5.2 Business arising

There was no business arising from the minutes other than has been covered in other reports.

1.6 Reports

1.6.1 ISO/IEC 15288 Project Editor report

No report was presented as the FCD was still under ballot.

1.6.2 ISO/IEC 12207 Project Editor report

Refer to N0522 *Project Editor's report – ISO/IEC 12207 FDAM 1 – Moscow*.

1.6.3 Guide for ISO/IEC 15288 Project Editor report

Refer to N0521 Project Editor's report - Guide for ISO/IEC 15288 - Moscow

1.6.4 Systems Engineering Study Group report

Refer to N0505 *Systems Engineering Study Group – Progress report 1* for background to the meeting.

2. Project 07.21.1 ISO/IEC 12207 Amendment

The ISO/IEC 12207 FDAM document was updated and submitted. Subsequently some issues were raised by the WG 10 Convener and this resulted in some Editorial changes. The original intention was to incorporate these at the Amendment stage.

Subsequently the ISO Central Secretariat advised that some changes were necessary in particular in relation to the numbering in Annex G. The intent of the unusual numbering was explained and accepted by the ISO Central Secretariat. The Working Group requested a minor modification to explain the numbering better and re-affirmed submission of the ISO/IEC 12207 FDAM.

3. Project 07.38 ISO/IEC 15288

The Project Editor demonstrated to the Working Group the approach he uses to provide traceability from the comments to the updated document. This utilizes the Track Changes and Comment insertion capabilities of Microsoft Word. The approach was recommended to other Project Editors and it was suggested that the interim document should be made available to assist Heads of Delegation.

The Project Editor noted that it takes him around four weeks to prepare each update of the document. The task is often complicated by comments that have been accepted with conflicting perspectives. This is to some extent a symptom of using teams in parallel to dispose comments.

A proposal for using a “strawman” (prototype) approach for the FCD comment disposition was presented based on the following details. It does not preclude the use of teams but provides them with a more holistic view of the impacts of comments.

3.1 Problem definition

- We usually have a problem getting a complete, concise and accurate classification of the comments in the limited time available.
- There is still some confusion regarding the underlying model, integrity of the text, tenets and rules of the standard.
- When all the agreed changes are made to the document there may be net technical effects that are not in the issues nominated by the HOD.
- We don't have another opportunity to fix the Standard if the schedule is to be met.

3.2 Agreed solution

- An exact copy of the formally submitted comments in Excel must be sent to the WG 7 Secretariat by each HOD for collation by 28th November 2001. In addition, the SC 7 Secretariat will be requested to forward the ballot summary as soon as possible so that the official comment set can be made available.

- The WG 7 Secretariat sends the combined comment set to the Project Editor in the comment database for analysis and disposition proposal.
- The Project Editor will use this copy of the comment database to keep track of the proposed dispositions.
- The Project Editor and Comment Manager will be responsible for the development of a "strawman" FDIS (i.e. Draft 1) that incorporates at least the Technical High comments, using the same traceable commenting format used to make and record edits to the standard.
- The "strawman" can be compared to the FCD and the major issues identified by their effect on the standard.
- The usual Working Group decision-making process will be used.

3.3 Vision for San Diego

On Monday 31 December 2001 the Working Group will be sent what has been achieved in the time available i.e. hopefully:

- a) draft dispositions
- b) "strawman" text
- c) a proposed list of major issues for discussion and/or majority opinion.

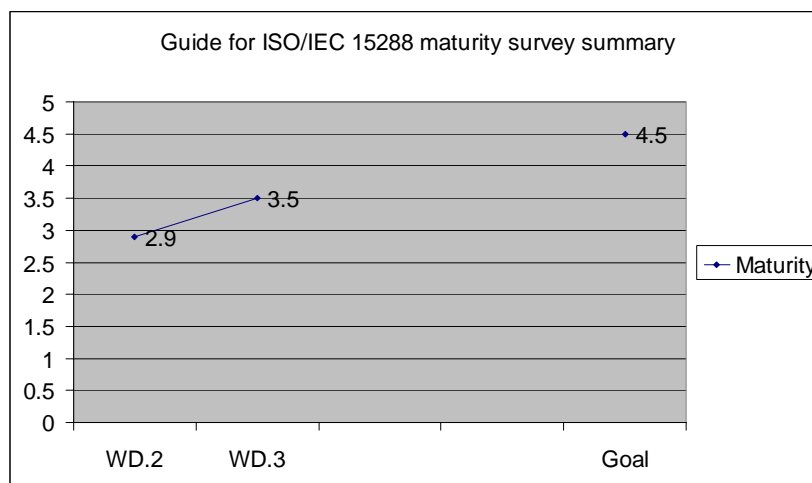
4. Project 07.79 Guide for ISO/IEC 15288

All comments about WD.3 were resolved and tasks were allocated to assist the Project Editor as follows:

- DEU-1, SWE-30 Annex C traceability to the Standard - Hans Daniel and Doug Thiele
- DEU-1 Vocabulary and definitions - Hans Daniel and Stuart Arnold.

The Guide will be updated to be available prior to San Diego noting the current ballot schedule has a cut-off date of 11 January 2002. This will provide some opportunity for a brief review of the comment implementation and finalization of allocated tasks.

The progressive maturity survey results follow:



5. Harmonization of standards

5.1 Systems Engineering Study Group

The Study Group was continued until the next meeting with membership of Mr Jean-Philippe Lerat (Convener), Marcello Pessoa and Valery Vasiutovitch. As required by SC 7 Resolution 646, the Study Group report deadline is 1 Dec 2001.

Responses have been received from both the IEEE and EIA indicating that there is interest in harmonizing their documents and submitting these through the PAS process.

The following documents were referenced:

- N0377 Systems Engineering Body of Knowledge
- N0378 WG 7 Systems Engineering Body of Knowledge response
- SC 7 N2280R Letter Ballot Summary on the Terms of Reference for an Initial Study Period on System Engineering Practices.
- SC 7 N2239 Letter Ballot (60 Days) - Terms of Reference for an Initial Study Period on System Development Practices.

5.2 Harmonization Concept Exploration Study Group

The Working Group reviewed the initial draft report and recommended some changes. The Study Group leader will update the document so that it can be distributed to WG 7 for review and comment prior to the San Diego meeting. The intention is to achieve closure on the Harmonization Concept Exploration at the San Diego meeting.

Subject to the constraints of SC 7 Resolution 629 it may be possible to establish the Harmonization Study Group in Busan, South Korea. The ISO/IEC 15288 FCD requirement has been satisfied so the dependency is now the ISO/IEC 12207 FDAM ballot.

6. Closing WG 7 Plenary

6.1 Recap of Decisions and Resolutions

The Convener summarized the discussions held during the week and the progress made. The key decisions related to the progression of the Guide to PDTR and the use of a “strawman” (prototype) approach when disposing ISO/IEC 15288 FCD comments in San Diego.

6.2 Planning and future meetings

The ballot schedules for WG 7 documents were re-confirmed as N0462 *WG 7 ballot schedules* except that the ISO/IEC 12207 Amendment had been delayed several months.

A suggestion was made to request a training session for Project Editors in South Korea (as was done in Walnut Creek) taking into account the new Directives and the latest tools.

The need for co-located meetings of WG 7, WG 10 and WG 18 to facilitate harmonization of standards was discussed in June 2001 by the Conveners. It was agreed that the interim meeting venues would be selected cyclically among the Working Groups. WG 7 hosted the October 2001 meeting, WG 10 will host the November 2002 meeting and WG 18 is expected to host the October 2003 meeting.

The current schedule for future meetings of WG 7 is as follows:

Table 1 – WG 7 meeting schedule

Meeting	Date	Venue
WG 7 Interim	7-11 January 2002	San Diego, USA
15 th SC 7 plenary	13-17 May 2002	Busan, South Korea
WG 7 Interim	4 - 8 November 2002	Cape Town, South Africa (WG 10 hosting)
16 th SC 7 plenary	12-16 May 2003	Montreal, Canada
WG 7 Interim	October 2003	Recife, Brazil (Tentative) (WG 18 hosting)
17 th SC 7 plenary	May 2004	United Kingdom of Great Britain
WG 7 Interim	October 2004	WG 7 hosting
18 th SC 7 plenary	May 2005	
WG 7 Interim	October 2005	WG 10 hosting
19 th SC 7 plenary	May 2006	

6.3 Adjournment

WG 7 thanked the following members of the organizing committee for the meeting:

- Dr. Askold Piyavchenko - Chairman
- Professor Vitaly Panov -Co-chairman
- Professor Andrey Kostogryzov - Executive Secretary.

In addition, Marina Tokareva was thanked for her efforts to provide administrative support and language translation for those who needed assistance.

Mr Magee thanked the Project Editors and Heads of Delegations for their contributions, and the delegates for their participation. He also thanked the hosts again for their hospitality during the meeting, and expressed the hope of seeing all present at the next meeting in San Diego.

The Convener then adjourned the meeting of Working Group 7.

Annex A – National Body representation

Attendance

National Bodies were represented at the meeting as follows:

Table 2 – Meeting attendance

National body	Attendee	Role
Australia	Doug Thiele	Head of Delegation, Secretariat
Brazil	Cristina Machado Marcelo Pessoa	Head of Delegation
Canada	Anatol Kark	Head of Delegation
France	Alain Faisandier Jean-Phillipe Lerat Dominique Morin	Head of Delegation
Germany	Hans Daniel	Head of Delegation
Great Britain	Stuart Arnold	Head of Delegation
Israel	Paul Rogoway	Head of Delegation
Italy	Mario Fusani	Head of Delegation
Russia	Andrey Kostagryzov Dmitry Mjakishev Valery Vasjutovich	Organizing committee Head of Delegation
South Africa	Alastair Walker	Head of Delegation
USA	Perry DeWeese Jerry Lake Stan Magee Jim Moore	Project Editor Project Editor Convener Head of Delegation

Liaisons were represented at the meeting as follows:

Table 3 – Meeting attendance

Liaison body	Attendee	Role
ISO/IEC JTC 1/SC 27	Hans Daniel	Head of Delegation
IEC TC 65/SC 65A	Hans Daniel	Head of Delegation
IEEE	Jim Moore	Head of Delegation
INCOSE	Ken Crowder	Head of Delegation
NATO	Stuart Arnold	Head of Delegation

Annex C – Decisions and Resolutions

Documents

WG 7 document codes were allocated as follows for the meeting:

Table 4 – Document register extract

WG 7 code	Date	Document title
N0481	30-May-2001	Calling notice. WG 7, WG 10 AND WG 18 meeting, Moscow, Russia October 2001
N0482	1-Jun-2001	ISO/IEC 9000-3 WD 4.1 Guidelines for the Application of ISO 9001:2000 to Software
N0483	6-Jun-2001	WG 7 e-mail ballot for ISO/IEC 15288 CD.3 comment INC-71
N0484	6-Jun-2001	WG 7 Guide for ISO/IEC 15288 maturity survey summary
N0485	25-Jun-2001	Project Editor notes about ISO/IEC 15288 FCD draft for HoD review
N0486	26-Jun-2001	WG 7 comments about ISO/IEC 9000-3 WD 4.1 Guidelines for the Application of ISO 9001:2000 to Software
N0487	3-Jul-2001	Comments not correctly incorporated template (Version 2)
N0488	4-Jul-2001	Comments not correctly incorporated in ISO/IEC JTC 1/SC 7 WG 7 N0474
N0489	9-Jul-2001	Covering letter - FDAM ballot of ISO/IEC 12207
N0490	12-Jul-2001	ISO/IEC 15288 FCD Draft 1 comments not correctly incorporated disposition
N0491	11-Jul-2001	Draft ISO Guide 73 Risk management - Vocabulary - Guidelines for use in standards
N0492	22-Jul-2001	ISO/IEC 15288 FCD
N0493	16-Jul-2001	ISO/IEC 15288 FCD Draft 1 comments not correctly incorporated disposition - additional notes
N0494	22-Jul-2001	Covering letter - FCD ballot of ISO/IEC 15288
N0495	28-Jul-2001	WG 7 development strategy
N0496	3-Aug-2001	Proposed course of action - Editorial inconsistencies in ISO/IEC 12207:1995 FDAM.1
N0497	6-Aug-2001	ISO/IEC 15288 FCD including traceability to Project Editor comments
N0498	6-Aug-2001	Covering letter - WD.3 ballot of Guide for ISO/IEC 15288
N0499	7-Aug-2001	Figures - Guide for ISO/IEC 15288 WD.3
N0500	7-Aug-2001	Action taken by Editor - Guide for ISO/IEC 15288 WD.3
N0501	7-Aug-2001	Editorial inconsistencies update - ISO/IEC 12207:1995 FDAM
N0502	19-Sep-2001	Calling notice. WG 7 meeting San Diego, USA January 2002
N0503	20-Sep-2001	WG 7 letterhead stationery
N0504	20-Sep-2001	WG 7 letter template
N0505	20-Sep-2001	Systems Engineering Study Group – Progress report 1
N0506	24-Sep-2001	Draft agenda. WG 7 meeting, Moscow, October 2001
N0507	24-Sep-2001	Draft daily schedule. WG 7 meeting, Moscow, October 2001
N0508	25-Sep-2001	Systems Engineering Standards - Letter to EIA and IEEE
N0509	28-Sep-2001	Comment database reference guide (Version 3)
N0510	28-Sep-2001	Comment database template (Version 3.1.1)
N0511	28-Sep-2001	Comment database user guide (Version 2)
N0512	28-Sep-2001	Comment disposition guide (Version 3)
N0513	28-Sep-2001	Comment disposition quick reference guide (Version 2)
N0514	28-Sep-2001	Job descriptions (Version 2)
N0515	28-Sep-2001	Commenting and disposition package overview (Version 2)
N0516	28-Sep-2001	Commenting guide (Version 4)
N0517	28-Sep-2001	TCP/IP LAN information for WG 7 (Version 3)

Annex C – Decisions and Resolutions

WG 7 code	Date	Document title
N0518	28-Sep-2001	Comment Database version 3.1.1 test cases (Refer N0510)
N0519	13-Oct-2001	WG 7 Study-Revisions group input on human-system aspects
N0520	29-Oct-2001	Convener's report to WG 7 - Moscow
N0521	13-Oct-2001	Project Editor's report - Guide for ISO/IEC 15288 - Moscow
N0522	16-Oct-2001	Project Editor's report – ISO/IEC 12207 FDAM 1 - Moscow
N0523	16-Oct-2001	WG 7 maturity survey for Guide for ISO/IEC 15288 WD.3
N0524	29-Oct-2001	Final agenda. WG 7 meeting, Moscow, October 2001
N0525	1-Nov-2001	Guide for ISO/IEC 15288 WD.3 - Annex B proposals by Germany
N0526	30-Oct-2001	15288 Guide project requirements and structure presentation by Germany
N0527	18-Dec-2001	Systems Engineering Study Group report
N0528	12-Nov-2001	ISO/IEC 12207:1995 FDAM (Final revised version)
N0529	1-Nov-2001	German material submitted for Guide WD.3 comment SWE-6
N0530	2-Nov-2001	Moscow letters of appreciation
N0531	2-Nov-2001	Final daily schedule. WG 7 meeting, Moscow, October 2001
N0532	2-Dec-2001	WG 7 meeting room requirements (Version 4)
N0533	2-Dec-2001	Guide for ISO/IEC 15288 WD.3 - Comment disposition for WG 7 N0475
N0534	1-Jan-2002	WG 7 Moscow 2001 minutes
N0535	2-Dec-2001	WG 7 Moscow 2001 membership list
N0536	2-Dec-2001	Guide for ISO/IEC 15288 WD.3 maturity survey summary
N0537	2-Dec-2001	WG 7 maturity survey for ISO/IEC 15288 FCD