

PCN #	PCN Name	Effective Date
08-011	User Participation Requirements for Submitting CRs	Dec-2008

Purpose:

GSMP has placed descriptive information on the CR system to inform CR submitters of our user participation requirements. This information is now documented in the GSMP User Manual.

User Requirements for Submitting CRs:

Submitters of GSMP CRs should be aware that it will potentially impact the entire GSMP Community. To reach consensus around a change to the standard, community members are gathered into groups to define, review, and ballot the contents of the request. After a successful ballot, the community as a whole may implement the standard into their systems. While ultimately lowering costs through commonality, these activities place a burden of both time and money on the community in the short run.

Therefore, we ask that each CR submitter verify in advance that the following steps have been taken before initiating a CR:

1. Their management has approved their commitment of time and effort to shepherd the CR through the process
2. Their schedule permits them to participate on most of the calls of the group or groups that are resolving the CR
3. Their company would participate in the pilot of the CR (if applicable) after successful balloting
4. Their company is committed to implementing the requested changes

Upon verification of these commitments, the responsibilities of the CR submitter will be to:

1. Enter the CR by responding to all questions in the CR System. These questions serve to generate the Statement of Work and Call-to-Action for Complex Requests and to introduce Simple Requests.
2. Attend the calls and physical meetings. The teleconferences and physical meetings are the platforms for discussion of the CR. Community members raise questions, make alternative proposals, and recommend resolutions. Be prepared to discuss your CR and provide documentation as necessary.
3. Lead the discussions and support moving the CR through the GSMP. This requires familiarity with the GSMP 6-step process as outlined in the GSMP User Manual. The CR submitter will be assisted by the facilitation efforts of the GSMP Staff.
4. Review ALL public review comments and offer resolutions and answers to questions.

The GSMP Staff will schedule meetings, post documentation, agendas and minutes and will ensure that due process is being followed in the progress of the submitter's Change Request.