

Purpose:

This PCN defines the development strategy for GS1 Implementation Guides.

Process:**1.1. Implementation Guidelines****1.1.1. Overview**

Implementation Guides are developed to support a specific standard or a set of standards by providing additional explanations and "best practices" procedures. They are developed cooperatively (similarly to the way standards are developed) by a Workgroup and are initiated with a complex Change Request (CR). Implementation Guides are typically developed after a standard is released, however they can be developed in conjunction with the standard.

1.1.2. Rules for Developing Implementation Guides

The exact contents of each implementation guide will differ depending upon the particular standard(s) that are being addressed. There are however, four rules that should be followed.

Rule 1: Target a Specific Audience

Implementation Guides are typically developed for a particular audience, either Business or Technical Users:

- **Business Implementation Guides** – provide guidance on implementing standards from a business user's perspective. They seek to increase consistency and ease of implementation by explaining the standards at a high-level and provide real-world examples. Typical business users could be subject matter experts (e.g. tax, transportation), or business project/process managers responsible for implementing the standards.
- **Technical Implementation Guides** – provide guidance on implementing standards from a technical user's perspective. Typical technical users could be Application Developers or Project Managers and System Architects.

Rule 2: Do Not Create a New Standard

No mandatory business rules or standards components (e.g., use cases) should be introduced in an Implementation Guide – they must be included in a standard.

Rule 3: Do not Override or Contradict Existing Standards

Implementation Guides must not over-ride or contradict a rule, definition, or process that exists within a standard.

Rule 4: Do Not Repeat the Information in Already in a Standard

Implementation Guides must not repeat a rule, definition, or process that exists within a standard. It can, however, reference information in a standard, but should not repeat it.

1.1.3. Content Organization

The content in an Implementation Guide should be presented in an efficient and logical way. Descriptive and procedural information should be separated and organized into discrete, standalone topics by procedure. This will serve the following purposes:

- It will help readers quickly and easily find the information they need.
- It will organize the information for future placement in a content management system which will facilitate on-demand, web based information retrieval

Each topic in an implementation guide should be organized as follows:

1. **Overview:** Defines the procedure (short one or two sentence explanation)
2. **Pre-requisite:** Identifies any prerequisites (if applicable) that need to be adhered to prior to executing the procedures
3. **When Would I Use This?:** Explanation of when the users would need to execute the procedures
4. **How To:** The actual procedures

1.1.4. Implementation Guide Template

GSMP has developed a Microsoft Word template for Implementation Guides that provides the correct organizational structure (as described in section [1.1.3](#)).

Template name: **GSMP_DOC_ImpGuide.dot**

Template Location (eRoom): http://eroom.uc-council.org/eRoom/facility/GSMPQuality/0_4ec00

Instructions for using the template are located at the same eRoom address.

1.1.5. Versioning and References

Each release of an Implementation Guide should be versioned by a specific “issue” number and reference all applicable BMS Documents. The following reference sections should be included in each Implementation Guide:

- **BMS Reference section** – references to all associated BMS versions
- **Change History Log section** – a log of all changes from the previous issue.

1.1.6. Roles

The roles and responsibilities for creating and maintaining an Implementation Guide are as follows:

- **Workgroup/Project Leader** – Manages the projects dates and deliverables
- **Project Sponsor** – Responsible for the overall content
- **Content Team** – Writes all of the content to be included in the manual
- **Publisher** – Document owner; assembles the completed manual and reviews it for consistency, grammar, and style

1.1.7. Development & Maintenance

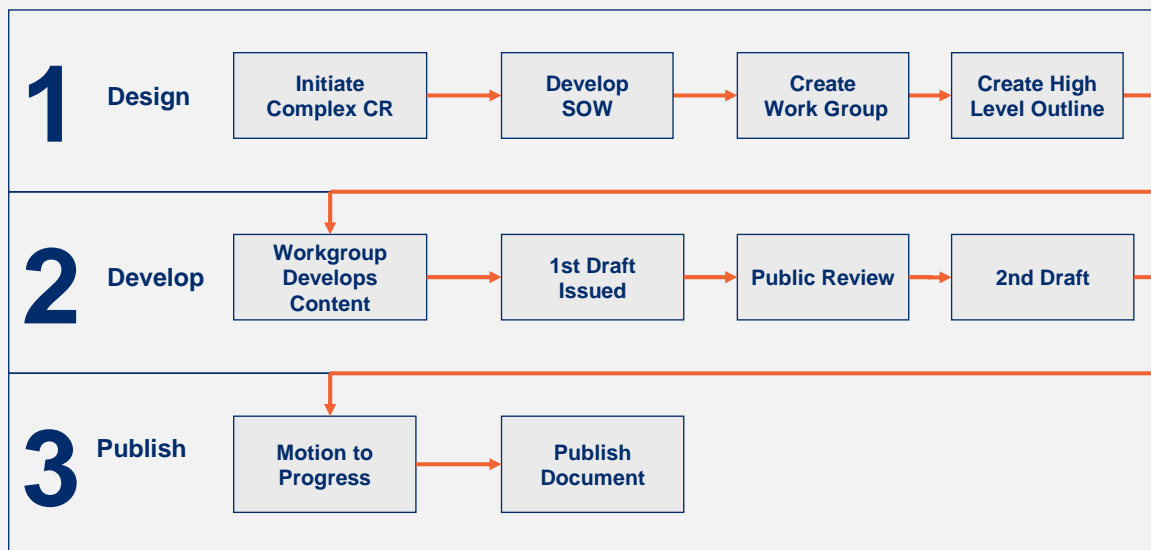
Implementation Guides are developed cooperatively (similarly to the way standards are developed) by a Workgroup and are initiated with a complex Change Request (CR). Implementation Guides are typically developed after a standard is released, however they can be developed in conjunction with the standard.

Implementation Guides are not required to go through the eBallot process like an actual standard. They are required to go through a public review (minimum of 2 weeks). Once all public review comments are addressed, an Implementation Guide can be published upon a Motion-to-Progress.

1.1.7.1. Developing a New Implementation Guide

The development process is typically initiated after a standard is released; however it can be initiated during the development of a standard (if applicable).

Figure 1 Development of a New Implementation Guide



1.1.7.2. Maintaining an Existing Implementation Guide

Maintenance of an Implementation Guide is supported by one of the following development teams:

- **Workgroup (New or Existing)** – for implementing Complex changes
- **Business Require Group (BRG)** – for implementing Simple changes

Figure 2 Maintenance of an Existing Implementation Guide (Complex Changes)

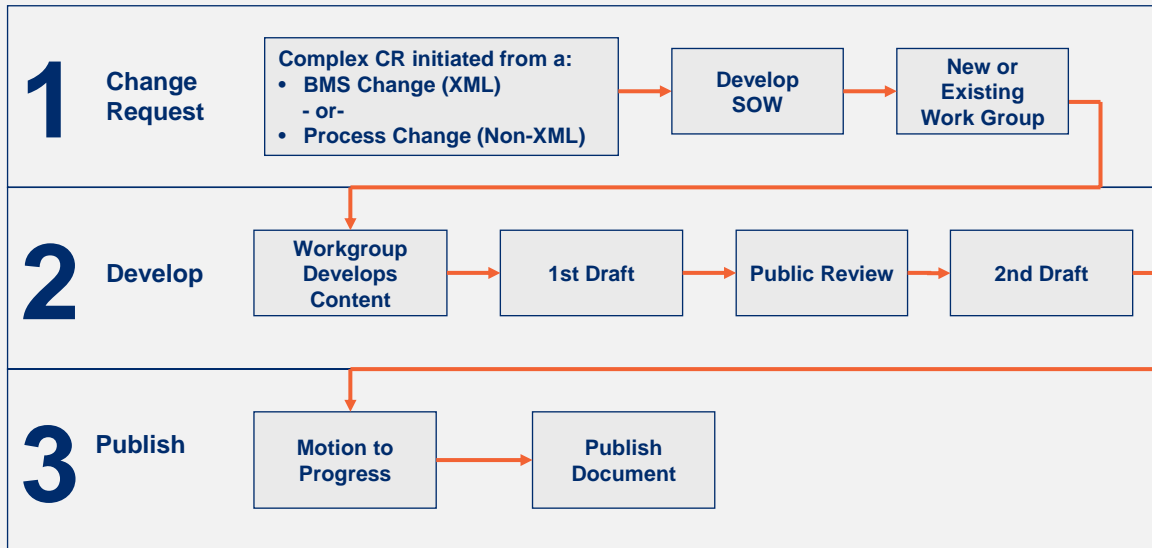


Figure 3 Maintenance of an Existing Implementation Guide (SIMPLE Changes)

