SMPTE Standards Administrative Guideline
AG-19 Project Status Values

This Standards Administrative Guideline forms an adjunct to the use and interpretation of the SMPTE Standards Operations Manual. In the event of a conflict, the Operations Manual shall prevail.

Purpose:

This Administrative Guideline describes the tracking of project completion so that consistent progress can be measured between projects, between document types and between TCs

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1 Scope

This Standards Administrative Guideline forms an adjunct to the use and interpretation of the SMPTE Standards Operations Manual. In the event of a conflict, the Operations Manual shall prevail

This Administrative Guideline is intended to help manage SMPTE Projects.

2 Projects

General rules for Projects:

1. For every SMPTE document being worked on, there should be a SMPTE Project associated with that document

2. Work that requires multiple documents should have a parent project that references all child projects for the documents being worked on. TC Chairs may rule that a parent project is not needed.

3. At the discretion of the Technology Committee, a Sub Group may be allocated one or more projects (see [Standards-OM]).

3 Project Completion states

The states given below relate to the definition of the document states for different document types in the [Standards-OM] or in [AG-22]. The trigger(s) for transition to another state are given in italics in parenthesis.

> **NOTE**
> In all cases, the project chair is responsible for updating the project completion state where the state less than or equal to 90%. HQ updates the state above 90%.

> **NOTE**
> DP vote comments and ST Audit comments are actually late comments on an FCD ballot and the Project Chair should determine the status according to whether such comments are to be addressed or deferred according to the [Standards-OM].

3.1 Project States for ST, RP & EG documents

- 0% - Project not approved *(then project gets objections or is approved)*

- 5% - Project awaiting ST objection disposition vote *(then project is approved or cancelled)*

- 10% - Project approved *(then a document is created)*

- 20% - WG or DG working on WD document *(then WD is elevated to the TC)*

- 25% - TC has WD document *(then document starts pre-FCD review)*

- 30% - WD to CD process i.e. pre-FCD review & register submission *(then document ready for FCD ballot)*

- 40% - CD awaiting FCD ballot *(then FCD ballot starts)*

- 50% - FCD ballot in progress *(then FCD ballot ends)*
- 60% - FCD ballot comment resolution *(then pre-DP vote starts or ST audit starts)*
- 70% - pre-DP review *(then DP vote starts)*
- 80% - DP vote *(then ST Audit package delivered to HQ)*
- 90% - ST Audit *(then document sent for publishing)*
- 95% - document in HQ *(then document appears in store)*
- 100% - published & document uploaded to TC Ref Docs

3.2   Project States for RDD documents

- 0% - Project not approved *(then project gets objections or is approved)*
- 5% - Project awaiting ST objection disposition vote *(then project is approved or cancelled)*
- 10% - Project approved *(then a document is created)*
- 20% - WG or DG working on WD document *(then WD is elevated to the TC)*
- 25% - TC has WD document *(then document starts pre-FCD review)*
- 30% - WD to CD process i.e. pre-ballot review & register submission *(then document ready for RDD ballot)*
- 40% - CD awaiting RDD ballot *(then RDD ballot starts)*
- 50% - RDD ballot in progress *(then RDD ballot ends)*
- 60% - RDD ballot comment resolution *(then ST Audit package delivered to HQ)*
- 90% - ST Audit *(then document sent for publishing)*
- 95% - document in HQ *(then document appears in store)*
- 100% - published & document uploaded to TC Ref Docs

3.3   Project States for ER documents

- 0% - Project not approved *(then project gets objections or is approved)*
- 5% - Project awaiting ST objection disposition vote *(then project is approved or cancelled)*
- 10% - Project approved *(then a document is created)*
- 20% - WG or DG working on WD document *(then WD is elevated to the TC)*
- 25% - TC has WD document *(then document starts pre-FCD review)*
- 30% - WD to CD process i.e. TC review *(then document ready for SVP review)*
- 40% - CD awaiting submission to SVP *(then submitted to SVP)*
- 80% - SVP review *(then sent to HQ or returned to TC)*
- 95% - document in HQ *(then document appears in store)*
- 100% - published & document uploaded to TC Ref Docs

3.4 Project States for TSP documents

- 0% - Project not approved *(then project gets objections or is approved)*

- 5% - Project awaiting ST objection disposition vote *(then project is approved or cancelled)*

- 10% - Project approved *(then a document is created)*

- 20% - WG or DG working on WD document *(then WD is elevated to the TC)*

- 25% - TC has WD document *(then document starts pre-FCD review)*

- 30% - WD to CD process i.e. pre-FCD review & register submission *(then document ready for SVP review)*

- 40% - CD awaiting submission to SVP *(then submitted to SVP)*

- 80% - SVP review *(then sent to HQ or returned to TC)*

- 95% - document in HQ *(then document appears on web)*

- 100% - published & document uploaded to TC Ref Docs

4 References

4.1.1 Normative references

[Standards-OM] SMPTE Standards Operations Manual:2013 version 3.1