

# ADMINISTRATIVE GUIDELINE

## New Project Form Instructions



This Standards Administrative Guideline (AG) 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 provides instructions for completing a New Project Form, AG-06-2.

NOTE: AG-06-2 New Project Forms, once approved, will be added to the collection of other approved AG forms posted to a location specified by the SMPTE Director of Standards Development.

NOTE: No projects may be created without filling in a copy of AG-06-2. This document is intended to help collect information so that a Technology Committee Chair may start the New Project Process detailed in the Standards Operations Manual

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## **1 Normative References**

SMPTE Standards Operation Manual.

## 2 Instructions for Project Details

### 2.1 Title (Table 1)

The title of your project should be short and descriptive title starting with the TC parent group. This appears on all project lists.

NOTE: As soon as you have chosen your title, replace the text “**AG-06 New Project Form**” with that title and save this file with a filename of the form:

<TC>[-<update>]-<type>[-<number>][-<part>][<element>]-<description>[(<note>)]

which is similar to the work-in-progress document naming convention (AG-02 § 8.1). Where:

- <TC> is the Group that authored the document e.g. **31FS**
- <type> is the output document type **ST | RP | EG | RDD | AN | ER | OV | AG**
- <number> is the optional SMPTE HQ staff-assigned document number
- <part> is the optional part number
- <element> is the optional element letter
- <update> is the word **Revision** or **Amendment** or is absent
- <description> is a brief indicator of subject, such as an abbreviated name of the project, constructed using only alpha characters, digits, space (“ ”) and “-”
- <note> is an optional string that can be used to annotate the project, e.g. **coordination**. The <note> shall be constructed using only alpha characters, digits, “-”
- Required but unknown fields should be replaced with XX until known
- Optional but unknown fields should be omitted until known

EXAMPLE: 21DC-ER-Perpetual Motion Picture Generator

EXAMPLE: 31FS-RDD-97-MXF Custom Metadata Mapping For Space Craft

EXAMPLE: 35PM-Revision-ST-2067-2-Core Constraints 2022 update(from-Github-issues)

EXAMPLE: XX-ST-My New Project of Unknown TC

### 2.2 Proponents (Table 2)

The SMPTE Standards Operation Manual (OM) §6.3 requires *one or more Proponents, who are SMPTE Standards Members agreeing to be actively involved in the Project*. Proponents are individuals and not organizations. The first listed proponent will become the publicly visible main contact for the project. The proponent’s field is not publicly visible but can be seen by Standards Community members. Please extend the table as needed.

### 2.3 Details (Tables 3 and 4)

Notes for Table 3

- **Chair.** Just the name of the person who will be the main contact for the project. No email address – it will be on a public website. Usually the first listed proponent.
- **Description.** A short description of the project’s purpose and objectives. This text is aimed at the public who will read it and thus should be able to understand the Project in general terms. There may be extra requirements for this field for the Public CD Process (AG-22).
- **Problem to be solved.** A short statement about the problem to be solved. Ideally phrased in terms of requirements such that when those requirements are met, the document is complete. . There may be extra requirements for this field for the Public CD Process (AG-22).

- **Project scope.** A short description of the scope of work that will be done and optionally elements that are out of scope. A narrow scope often results in a faster, more controlled project lifecycle. An example would be “*Revision of standard ST xxx to roll-up amendment ST-xxx-Amd-1 and to update the normative references*”. This limited scope is intended to restrict the work to just the details in the scope without opening the document up for redesign.
- **Specific Tasks.** A high-level list of tasks that need to be completed as the work progresses. Consider test materials, sample bitstreams, sample software, data schemas, validation criteria, problem decomposition, liaisons with other organizations etc.
- **Type of Output:** Check one or more boxes where:  
ST – Standard, RP – Recommended Practice,  
EG – Engineering Guideline AMD – Amendment Rev –Revision  
ER – Engineering Report RDD – Registered Disclosure Document
- **Public CD.** Please indicate if you intend to use the AG-22 process. This decision can be changed at any time.
- **Editor.** Member of the Standards Community who will edit the document
- **Dates.** Estimation of the start and end dates of the project. Consult with TC Chair or SVP or Engineering Director for help.
- **Known References.** Complete this section if there are known documents or bodies of work critical to the project e.g. SMPTE mapping of an ITU or ISO/IEC standard.
- **External Liaisons.** Known entities to be informed that the project has started. The Group should draft the liaison letter for the SVP and submit via the TC chairs.
- **Additional Liaisons.** Additional Liaisons not in the list above
- **TC Liaisons.** Check the TCs with which documents should be shared or communications maintained.

#### Notes for Table 4

- **Project Group Name** and **Existing Group** question. The submitter may make a request here for a new or existing Project Group to support the Project. It may be modified if the SVP decides that the work should go elsewhere. If the Group already exists, enter its name exactly as shown in Teams. If a new Group is required, enter the proposed name and fill out the fields below for the new group to be set up. Individual – for projects with only a single person doing the work and therefore needing no Teams resources.
- **Project Type.** Check one of these boxes where:  
WG – Working Group typically for larger projects with several subgroups doing drafting  
DG – Drafting Group for drafting an individual document  
SG – Study Group to create an Engineering Report (internal to SMPTE or for publication)  
TF – Task Force for study groups involving multiple TCs or active participation by external organizations
- **Parent TC.** The TC this project reports to. The applicant can make a request or leave blank; final assignment made by SVP
- **Group Chair.** Name of the individual who will Chair Group meetings
- **Group Secretary.** [optional] Member of the Standards Community to perform secretarial tasks

#### Notes for Table 5

- **Approval date.** The end of the ST and TC approval period.
- **Revisions notes and dates.** Occasionally, during the lifetime of a project, the Group decides that project details such as the Scope need to be changed. The actual change should be applied in Table 3 but a brief note and date of TC approval should be added to Table 5.