
Task Title: Standard Development Process Document
Committee Chair: Stephen Williams
Committee Participants: Stephen Williams, Dorothy Spears-Dean, and Stefanie McGuffin

Task Business Case

Overview

In a recent planning meeting, RAC 2.0 members identified the need for a process document to identify how standards would be developed. The process used by the RAC to develop the standard on PSAP 9-1-1 capabilities and services utilized a process that was similar to the one established for best practices. However, standards are different from best practices and a process document is needed to define the additional steps that need to be completed when developing a standard.

Benefit/Jeopardy

Creating a standard development process document will ensure transparency in the development of 9-1-1 standards.

Goal/Objective

The goal is to document the additional steps needed to support the development of 9-1-1 standards beyond those already established in the process document for best practices. These steps are as follow: require a public comment period for a pre-determined time period, a process for ISP staff to reconcile comments with draft documents and update RAC members, and approval of the standard by the 9-1-1 Services Board.

Deliverables

Milestone 1

Consensus on project plan and scope of task by the end of October 2017.

Milestone 2

Complete draft of process document by the end of November 2017.

Milestone 3

Distribute draft of process document to RAC for discussion on first December 2017 call.

Initiatives Resources and Dependencies

Resources Required

Resource required is work group members' time for virtual meetings and document review.

Dependencies

None.

Risks

None.

Schedule

Overall Schedule

Conference calls will be convened from October through November 2017.