

Project	IEEE 802.16 Broadband Wireless Access Working Group < http://ieee802.org/16 >	
Title	IEEE 802.16m Internal Documents Configuration Control Procedure (CCP)	
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Re:	Administration	
Abstract	Process for maintaining the Project 802.16m System Requirements Document (SRD), the System Description Document (SDD) and the Evaluation Methodology Document (EMD) after approval.	
Purpose	Defines the process for maintaining the Project 802.16m SRD, SDD and EMD	
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IEEE 802.16m Internal Documents Configuration Control Procedure (CCP)

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1. Introduction

This document describes the procedure to be followed by the IEEE 802.16m TG for configuration control management of documents, approved by the TG as "baseline" documents. The list of documents subject to this procedure is given in section 2. The goal of this procedure is to enable timely, controlled and approved introductions of changes into the documents, enabling them to reflect the consensus of the TG for their content.

2. Documents subject to the Configuration Control Procedure (CCP)

The following documents are subject to this CCP:

1. Project 802.16m System Requirements Document (SRD) (Approved 2007-09-21)
2. Project 802.16m Evaluation Methodology Document (EMD) (Approved 2008-01-21)
3. Project 802.16m System Description Document (SDD) (Approved 2009-01-15)

All these documents are approved by the TG and can only be changed by TG approval. They serve as baseline documents for the development of the standard, and for other possible outputs of the TG.

3. Configuration Control Procedure

1. Any change request (CR) to any of the documents subject to the CCP shall be uploaded in Commentary format, with supporting contributions as necessary.

Ballot IDs "tgmsrd", "tgmemd" and "tgmsdd" shall be used for comments on the SRD, EMD and SDD respectively. Comments shall be uploaded to <<http://tgmcomments.wirelessman.org>>.

Supporting contributions shall make use of the current IEEE 802.16 Document Submission Template, Rev. 9 (2007-06-19) <http://ieee802.org/16/submit.html> and uploaded to the "TGm" upload directory at <<http://tgm.wirelessman.org>>.

2. The editor for the document shall collect all the CRs received no later than 10 days prior to a session, into a Commentary file. A call for reply comments shall be issued 7 days prior to a session.
3. The TG shall consider all the CRs during the TGm session.
4. The TG shall approve or reject each of the CRs. A CR can only be approved by a technical motion (75%).
5. The document subject to the CCP shall be revised if necessary, based on the recommended resolutions.