Sakai Community Practice (SCP) PWG Draft Charter

Description

The Sakai Community Practice workgroup (SCP) is a permanent work group (PWG) that will serve the community by consulting, capturing, collating, and documenting for easy reference, the process by which the community decides to achieve its goals.

While the SCP will *author* some practices with input from the community, many practices will be authored by other workgroups and the SCP's role will be to ensure consistency and interoperability among the community practices as well as transparent communication and awareness.

This will be a dynamic project. Practices will be documented and adapted to what is found to work in practice.

Objective

The Sakai Community Practice (SCP) will coordinate the development, documentation, communication, and maintenance of a consistent set of community practices that:

1. Minimize the barrier to community participation
2. Maximize the effectiveness of our community

Sakai's community practices must be:

1. **Specific.** They must deal with the practical matters of day to day work being done by teams of people distributed across time, geography, and organizations.
2. **Consistent.** There are many areas of practice in the Sakai community such as framework development, release engineering, requirements gathering, and advocacy. The practices across these areas of practice must have enough consistency to allow functional areas to work effectively and individuals to participate easily in more than one area.
3. **Transparent.** They must be clearly communicated and easily accessible and understandable to reduce the barrier to widespread participation among the community.
4. **Maintained.** The practices this PWG facilitates initially must evolve as the community evolves. The Sakai community is constantly treading new ground and our practices must be diligently maintained to balance the consistency needed for effectively working together with the evolution needed to work effectively in new terrain.
5. **Comprehensive.** The set of practices that define how work gets done in the Sakai community must fully describe all of the work that gets done to succeed at our mission. This comprehensive picture will create a common "world view" of the Sakai community among community participants.

6. **Sustainable.** The community will honor these practices by voluntarily adhering to the governance and processes so defined, by contributing the necessary resources to enable their implementation, and by reviewing and revising them periodically to reflect the realistic needs and practices of the community.

Deliverables and Milestones

The PWG is responsible for clarifying and communicating Sakai community practices. These practices will be delivered and communicated to the Sakai community in the form of numbered community practice documents. Community practice documents will contain at least the following elements:

1. A numerical designation ("SCP" + assigned practice number + version number)
2. A title
3. A purpose
4. A description of practice
5. The affected portions of the Sakai community
6. A recommendation level (required, recommended, suggested)
7. A document history by document versions

These documents will be published to a well known place, publicly accessible to all members of the Sakai community and announced via email and other suitable communication methods.

Sakai community practice documents have a lifecylce that constitute milestones in their development:

Phase	Description	Participation
1 Concept	An idea or concept that could become a proposed community practice.	Any member of the community may initiate a new community practice concept.
2 Proposal	A community practice proposal document or a proposed revision to an existing practice.	Any member of the community may submit a practice proposal to the SCP or relevant DG or WG.
3 Draft	A draft community practice document prepared for SCP review.	The submitter, members of SCP, and other DGs or WGs that might have related practices will work to prepare a draft for community comment that meets the format and content specifications for documenting SF practices. This work will be done publicly but wide community input will not yet be directly solicited.
4 Review	SCP review produces a proposed final practice document.	Draft proposals will be reviewed by the submitter and the SCP, and possibly other workgroups or process owners. The purpose of this largely "internal" review is to shape a document suitable for wide community review and

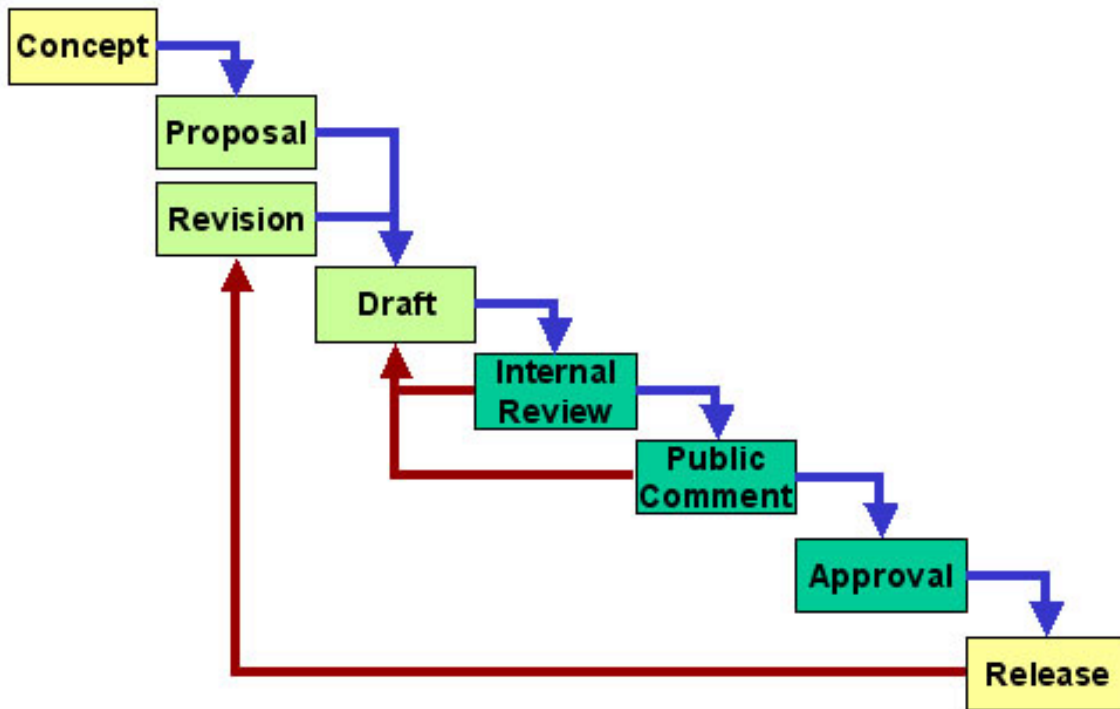|			comment, and also one that meets the criteria described above for community practices.
5	Public Comment	Public comment provides the Sakai community with an opportunity to further refine the practice specification. Strong criticism may result in changes to the practice and -starting the internal process over by returning to the draft phase.	The SCP will publicize the new process or recommended change. All members of the community will be urged to participate with any comments, criticisms and suggestions they may have.
6	Approval	If public comment indicates acceptance (perhaps with minor changes), the practice is submitted for approval.	Initially, approval will be confirmed by the Sakai Board of Directors, who may delegate this to some other body in the future.
7	Release	An approved practice document is released to the Sakai community as a numbered Sakai Community Practice.	The SCP will release and publicize practices.

Specific Deliverables will be further described in Practices in Development and maintained over time.

Process

The work process for the SCP PWG is aimed at meeting the milestones defined in the section above:

1. Concept and Idea Discussion
2. Submission of a Proposal
3. Developing the Draft practice document
4. Draft document is internally reviewed
5. Draft document is published for public comment
6. Public comments are folded into a final practice document
7. Final practice document is submitted for approval by the Sakai Board of Directors.
8. Approved practice is published to repository and communicated to the community at large.

Membership and Participation

Membership in the SCP working group is open to anyone in the Sakai community who is prepared to share the work and responsibilities, but in order to keep members accountable and focused formal membership procedures are in place.

Member Responsibilities

Members of the SCP working group are accountable for:

- timely deliverables in the form of practice documents and drafts
- ongoing document maintenance and revision
- learning and adhering to established SCP WG standards for published practice documentation
- proactively communicating with relevant DGs and WGs which may be affected by practices under consideration
- being responsive to community input and needs for revision

Member Privilege

Although any community member may freely comment on documentation, only members will revise and post new documentation.

Current Members

Mara Hancock - Co-chair
Chris Coppola - Co-chair
Duffy Gillman
Clay Fenlason
Ruth Sabean
Chuck Severance
Mark Norton

Tom Lewis

Adding and removing members

Any member may nominate new members. Nominees may then be approved with a 3/4 majority vote of the then current membership. Membership may be revoked with a unanimous vote of the active members other than the member in question.

Communication

The SCP has established a mailing list at scp@collab.sakaiproject.org ✉. The group will endeavor to conduct as much discussion in public (via the list) as possible. This encourages openness, provides a public record, and stimulates the broader community. In some cases communication will take place *offline* via telephone or other medium. Every attempt will be made to document pertinent offline conversations in public meeting notes.

Decision making

The work of the SCP will normally be driven by the people who volunteer for the job. This is sometimes referred to as "do-ocracy" – power of those who do.
When coordination is required, decisions are taken with a lazy consensus approach: a few positive votes with no negative vote is enough to get going. Voting is for making decisions internal to the PWG, not for community practices. When it is called for, voting is done with numbers:

- +1 – a positive vote
- 0 – abstain, have no opinion
- -1 – a negative vote

The rules require that a negative vote includes an alternative proposal or a detailed explanation of the reasons for the negative vote.

The members then try to gather consensus on an alternative proposal that resolves the issue.

Added by Peter A. Knoop, last edited by Clay Fenlason on Jan 10, 2006