

Milestone and Requirements Exception Request Process

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Purpose

The purpose of the exception request process is to enable projects and requirements owners to make a request to the TSC for an exception in the following cases:

1. A project has been determined as NOGO at a milestone checkpoint, but the PTL believes that the project can complete the requirement and catch up to the regular schedule.
2. A Use Case or Requirement has failed to receive TSC approval at one of the milestone checkpoints. However, the use case or requirement owner disputes the analysis.

In these cases, a small team of TSC members will review the request, discuss it with stakeholders, and make a recommendation to the TSC whether to approve the request. The intent is for the analysis and the decision to be made by the TSC, rather than by an individual.

Process

1. A project, Use Case, or Requirement is identified as NOGO for a release milestone.
2. The owner may file an exception request, using the wiki form contained in the release status section of each release.
3. Once the form has been completed and saved, the owner will notify the release manager and the TSC chair that an exception request has been submitted.
4. The issue will be presented to the TSC. If there is no objection, then the exception is granted and the process is finished.
5. If any member of the TSC objects to the exception, then the release manager will inform the review team, who will begin the review as soon as possible.
6. Once the review team has completed their assessment and developed a recommendation, they will inform the release manager and the TSC chair of their recommendation.
7. The TSC chair or the release manager will send mail to the TSC mailing list, informing the TSC of the recommendation.
8. A discussion and vote will be scheduled for the next TSC meeting, or by mail.

Exception Request Review Team

- Team is composed of at least 5 community volunteers.
- The review team serves for two releases.
- There should be no more than one team member from any one company.
- Team members should recuse themselves if they have direct involvement with the project or requirement in question.