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| Industry Engagement Steering Committee Proposal for Standards Development Work |
| Work Effort Name |
| Date |

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Instructions to work request submitter

Complete this form for each new development work effort to be submitted for standards development.

* 1. Include all relevant stakeholders in the preparation of this document, both internal GS1 staff (GSMP, IE, Technical and Solutions) in addition to community, industry and technical experts needed to complete this business case (project team).
	2. Be thorough in your explanations.
	3. The “Summary of a proposed GS1 Standards Development work effort” is the last page of this packet. Its intended use is to serve as an information sheet for companies to gage interest and required resources. This document will auto populate from corresponding template questions. It can be edited as needed.
	4. When this document is complete, contact Eileen.Harpell@gs1.org to schedule the approval reviews with the GS1 VP of Standards, GS1 President of Industry Engagement and the Industry Engagement Steering Committee (IESC). The IESC has monthly meetings scheduled the 3rd Monday of every month. Your document must be completed 10 days prior.

# Submitter information

Submitted by: Click here to enter text

Supported by: Click here to enter text

# Assessment of business opportunity

Define the Industry/Business/Technology challenges that need to be solved

Click here to enter text

*Describe the project’s relevance to industry. Be specific about impact on business processes, products or product categories, the opportunity for this standard to save time, reduce costs, improve capability, create additional value and enable new opportunities in the value chain.*

Click here to enter text

Explain any current barriers to standardisation, and the plan to overcome these barriers

Click here to enter text

Provide a balanced risk analysis of taking on this development work.

Click here to enter text

Identify any known costs or impacts of standardisation on industry.

Click here to enter text

 As best you can, please identify any existing standards or services, or known market solutions impacted.

Click here to enter text

Identify known significant capital investments required for a successful implementation, and identify which side(s) of the trading relationship must make this investment before adoption can take place.

Click here to enter text

# Summary of proposed work effort

*Summarize the work effort and when it is needed. This section should capture any recommendations that the submitting team has for the approach, or detail of the Standards work that is required.*

*Click here to enter text*

As stated in section 2, “Define the Industry/Business/Technology challenges that need to be solved“, define the minimum functionality and specific benefits that must be realized to successfully build the solution for it to be viable for both sides of the trading relationship? Describe the change effort that the community (Users, solution providers) will have to undertake to implement the minimum requirement.

Click here to enter text

# High level project plan, identify market urgency

*Summarise development milestones in the time table below. Also, identify any deadlines or limits (whether real, or perceived) that the submitting team is aware of, that would impact the timeline. This information will be used to help sequence the work effort, should it be approved. Please note, this is a preliminary project timeline. If this project is approved, the working group will create the official project timeline.*

*Click here to enter text*

*Template:*

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Phase | Month | Month | Month | Month | Month | Month | Month | Month | Month | Month | Month |
| Seat work group |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Build business requirements |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Design standard |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Publish standard |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

*Example:* **MRO in Rail Project Schedule**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Phase | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct  | Nov | Dec |
| Seat work group |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Build business requirements |  |  |  |  |  |  |  |  |  |  |  |  |
| Design standard |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Publish standard |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

# Impact of regulatory compliance

*Define any relevant regulations (provide regulation name and link), their status, all compliance requirements, any locations affected and all known regulation impacts (both today, and in the future). Explain the specific details of what GS1 would need to do to help industry be compliant with the regulation.*

Click here to enter text

# Alignment with GS1 strategy and industry priority

*Provide insight into the larger picture of how this work is connected to a particular sector or industry strategy. With the help of the GS1 Architecture Group as needed, indicate how the standard resulting from the project will likely adhere to the GS1 architecture principles. Describe the value created by this work, locally and globally for GS1 Membership, while securing compliance with the overall GS1 Strategy, throughout connected sectors and industries*.

 *(Consult the Global Office and GS1 Member Organizations project team members for help in completing this section.)*

Click here to enter text

# Industry participation

*All work efforts in GSMP require a balanced set of industry participants and regions (who will benefit, or be impacted by the global standard) willing to actively participate in the GSMP working group, and have participated in the work to date. This will ensure the development of standards that serve the needs of industry.*

Build the profile of participants and define their relevant roles required to build a relevant standard:

* supply chain roles (retailer, manufacturer, Member Organizations, etc.)
* required skillsets, both business and technical (public policy and regulatory affairs, expertise in traceability systems, etc.)
* the number of each and the rationale

 *Click here to enter text*

*Complete the following table by listing all companies and member organizations with individual names and titles and participation type (you can choose more than one):*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Company/Member Organization | Commits to work in the GS1 MSWG, or SMG | Should be interested, based on their area of work (but may not yet be aware – essentially, a recruiting list) | Already participated in development of the input work and work request (perhaps via an MO)  | Supports the standard, and would implement/buy products which use it |
|  | [ ]   | [ ]  | [ ]  | [ ]  |
|  | [ ]   | [ ]  | [ ]  | [ ]  |
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|  | [ ]   | [ ]  | [ ]  | [ ]  |

Other Click here to enter text

# Additional collateral

*If you’re submitting a significant piece of work to GS1 (include work contributed GS1 Member Organisations, or industry trade associations), it’s recommended that you have strong supporting materials. Sometimes, that story is best told through additional collateral that has been developed by the submitting team. Please provide links to any additional collateral that you may have here.*

Click here to enter text

1. To be completed by the GS1 Team

## GSMP process escalations required to complete this work

Click here to enter text

## What is needed from GS1 Member Organisations

Click here to enter text

# Instructions to complete this document

Complete this form for each new development work effort to be submitted for standards development. **Detach from this section from the IESC document and use as your project checklist and timeline. Keep master version of this document in the IESC SharePoint folder for tracking and visability.**

1. Include all relevant stakeholders in the preparation of this document, both internal GS1 staff (GSMP, IE, Technical and Solutions) in addition to community, industry and technical experts needed to complete this business case (project team).
2. Be thorough in your explanations.
3. When this document is complete, contact Eileen.Harpell@gs1.org to schedule the approval reviews with the GS1 VP of Standards, GS1 President of Industry Engagement and the Industry Engagement Steering Committee (IESC). The IESC has monthly meetings scheduled the 3rd Monday of every month.

## Document timeline, work backwards from the IESC meeting date

When scheduling dates and “days before meeting”, take into consideration holidays, events and meetings.

|  |  |  |
| --- | --- | --- |
| Step | How many days before the IESC meeting | Dates |
| Draft project document to Eileen and Andrew | 28 days before meeting | *Due date* |
| Project document review with Marianne | 21 days before meeting | *Due date* |
| Meeting agenda review chairs | 14 days before meeting | *Due date* |
| Materials sent to IESC Members | 7 days before meeting | *Due date* |
| IESC Meeting Date | 3rd Monday of every month | *Meeting date* |

## If this work results in a Mission Specific Work Group, below is a work group preparation checklist

Project name:

Project Owner:

IE LT member:

Standards Development leader:

Marketing Associate:

**Project Team Deliverables**

|  |  |  |  |
| --- | --- | --- | --- |
| Steps | GS1 Department Owner | Actions/status/owner | Detailed deliverables |
| Identify IE project lead, and Standards Development Leader | Project Owner/ GSMP |  |  |
| IESC project proposal document | IE / Project Owner |  |  |
| Project review with Marianne | GSMP |  |  |
| Project review with IESC chairs | GSMP |  |  |
| IESC Meeting | GSMP |  |  |
| Create Work Request | GSMP  |  |  |
| Call to action | Project Owner/ Marketing |  | CTA Email for CTA |
| Communication plan | Project Owner/Marketing |  | Define outreach plan and targets  |
| Identify CTA date | Project Owner |  |  |
| Launch CTA | GSMP  |  | Email and weekly notices |
| Create group in Community Room | GSMP  | Created in tandem with the opt-ins |  |
| Create Opt-in Agreement | GSMP  | Once charter in approved |  |
| Create Charter | GSMP ileen |  |  |
|  |  |  |  |

**Standards Development Leader**

|  |  |  |
| --- | --- | --- |
| Steps | Actions/status | Detailed deliverables |
| Identify proposed timeline |  |  |
| Identify chairs |  |  |
| Work with Project Owner to ensure stakeholder participation |  |  |
| Identify the call schedule |  |  |
| Identify Kick – Off call date |  |  |
| Identify physical meetings (event, etc) |  |  |