



WiMAX Forum®
Document Management Guidelines
APPROVED GUIDELINES
(Version 1.0.0 : 2007-10-16)

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Revision History

Date	Change Summary	By
February 21, 2007	Initial draft	Matt Wangler
March 6, 2007	Revised with input from PCC meeting on 3/5/2007	Matt Wangler
April 27, 2007	Revised with input from PCC meeting on 4/27/2007	Matt Wangler
October 16, 2007	Revised with input from PCC meeting on 10/16/2007	Matt Wangler

1 Purpose

This document provides guidelines for the management of documents created and published by WiMAX Forum Working Groups and staff. Any conflict between the provisions of this document and the WiMAX Forum Bylaws shall be resolved in favor of the Bylaws.

2 Definitions

3 File Naming and Document Titling

File Naming

An automated file naming scheme for documents enables users to quickly retrieve and know the revision of each document. Working Groups should employ the WiMAX Forum website file auto-naming functionality to apply names as Working Group files are uploaded to the WiMAX Forum website. The file naming scheme noted below is a minimum set of attributes to apply for auto-naming Working Group files (additional file name attributes can be added per Working Group preference).

`<docnumber>_r<revnumber>_<FileName>.extension`

The <docnumber> and <revnumber> attributes are automatically generated by the auto-naming feature at the website and are applied per folder in the Working Group documents database. A caution on use of auto-naming: since auto-naming is currently applied by folder, <docnumber> and <revnumber> are by folder. Thus, one should turn off auto-naming if moving a document from one folder to another.

Document Titling

A standardized document titling scheme enables users to quickly understand the purpose and status of each document. The elements that make up the title for documents include:

Document_Topic	Required
Document_SubTopic	Optional
Release_Number	Optional
Document_Status	Required
Version_Number	Required
Document_IssueDate	Required

These elements are arranged to form a document title as follows:

OrganizationName Document_Topic [Document_SubTopic]
Release_Number Document_Status
(Version_Number : Document_IssueDate)

Most elements of the document title are self explanatory; the use of Release_Number, Document_Status and Version_Number are explained below.

Release_Number

A well-defined set of specifications for a group of features for building a WiMAX system with various equipment is called a Release. A Release has a set of mandatory features specified. WiMAX equipment are classified as belonging to a Release only if it completely supports the mandatory feature set. It is mandatory for all new Release specifications to be backward compatible with previous Releases. Releases allow measured roll out of interoperable features to the market place allowing new baselines to be set. The WiMAX Forum Board of Directors approves plans for new Releases. Release Number is an optional element in titling as some documents do not pertain to a specific Release.

Document_Status

Example of document status types used to indicate the development phase of a document is as follows:

Specification Development Phase	Document Status
Work Item Creation	Working Draft
WG Review or Balloting	Draft Specification
Conditional Approval	Board approved for IPR Review
Board Approved	Approved Specification

Version_Number

The Version_Number is formatted as “Version x.y.z”

x = Major Version number (this is not correlated in any way with Release Number)

y = Technical revision number

z = Editorial revision number

Examples of applying the titling scheme to existing documents from SPWG:

Existing Title:

**Recommendations and Requirements for Networks based on WiMAX Forum Certified™ Products
02-23-06**

Revised Title:

**WiMAX Forum™ Recommendations and Requirements for Networks based on WiMAX Forum
Certified™ Products
Release 1.0 Approved Specification
(Version 1.0.0 : 02-23-06)**

Existing Title:

**Recommendations and Requirements for Networks based on WiMAX Forum Certified™ Products
01-12-2007
Release 1.5**

Revised Title:

**WiMAX Forum™ Recommendations and Requirements for Networks based on WiMAX Forum
Certified™ Products
Release 1.5 Approved Specification
(Version 1.0.0 : 01-12-07)**

4 Document Types & Templates

The file naming and document titling schemes should be applied to these WiMAX Forum documents as deemed appropriate by Working Group Chairs, keeping in mind that if a document is to be referenced by another document or if a document is going to be made public, these are good reasons to apply the file naming and document titling schemes. Document types expected to utilize the file naming and document titling schemes above include:

- Specifications: e.g., Requirements, Architecture, Protocols, Profiles, Protocol Implementation Conformance Specs (PICS), Test Suite Structure-Test Purposes (TSS-TP), Automated Test Scripts (ATS)
- Guidelines: e.g., Working Group Process Guidelines, Document Management Guidelines
- Software Code : e.g., Source Code, Object Code, README, Executable Code
- Project proposal/Approval Forms/Work Authorization Documents
- Contributions
- White Papers, Reports

The file naming and document titling scheme is not intended to be applied to these documents:

- Liaison Documents
- Change requests
- Membership certificates
- Certificates to companies allowing them to declare a product as WiMAX Forum certified
- Certificates to certification laboratories authorizing them to perform certification testing
- Graphical Images
- Promotional multimedia materials, Webcast videos

5 Publishing Documents for access by non-WiMAX Forum members

The WiMAX Forum Board of Directors has determined that it is desirable to publish a subset of the documents developed by the WiMAX Forum Working Groups for access by non-WiMAX Forum members. The process for gaining approval to publish a WiMAX Forum document so that it is available to non-members is as follows:

- The WG Chair identifies the document(s) to be published and specifies the revision level that is intended to be published.
- The Chair for the WG from which the document(s) are to be published along with the Chair of Marketing Working Group or MWG Chair's appointee and WiMAX Forum's legal counsel must review the document(s) before publication to ensure technical accuracy, correct formatting, and the inclusion of appropriate legal notices, disclaimers and other legal language that may be appropriate for the document.

- Once approval is obtained from the WG Chair, MWG Chair (or appointee) and legal counsel, the document(s) are posted to the WiMAX Forum web page <http://www.wimaxforum.org/technology/documents>

Organization of WiMAX Forum documents at the WiMAX Forum website for access by non-WiMAX Forum members is to be done by grouping documents into two groups: 1) those documents associated with WiMAX Forum Releases and 2) those documents not associated with WiMAX Forum Releases.

6 Document Contribution Submittal and Change Request Process

The process for submitting contributions applies to documents that are under development and have not been approved by Working Group ballot (“Pre-Ballot Documents”) and implementing change requests applies to documents that have been approved by ballot (“Ballot Approved Documents”).

Pre-Ballot Documents

1) Process to submit a contribution: For a document that has yet to be balloted, contribution submittals are processed as follows:

- a) Members upload contribution submittals to the WiMAX Forum website into a folder specified by the Working Group for this purpose using the file naming scheme described below.
- b) The Working Group Chair, Secretary or Editor utilizes a central database (e.g., WiMAX Forum website’s comments resolution database functionality, IEEE’s Commentary database software or a spreadsheet) to track each contribution submittal in a central database that is available at a minimum in read-only format to Working Group members.
- c) Information collected at a minimum for each contribution submittal includes: submitter name and company, category of change (technical or editorial), reason for change, aspects of document affected and resolution of the contribution submittal.

2) File naming of contribution submittals: Working Group members should employ the WiMAX Forum website file auto-naming functionality to apply names to contribution submittals as they are uploaded to the WiMAX Forum website. The file naming scheme noted below is the minimum set of attributes to apply for auto-naming contribution submittal files (additional file name attributes can be added per Working Group preference):

<docnumber>_r<revnumber>_<CompanyName>_<FileName>.extension

The original file name assigned by the author before the file is uploaded to the WiMAX Forum website includes the name of the author’s company <CompanyName>, a name and revision <FileName>. The <docnumber> and <revnumber> attributes are automatically generated by the auto-naming feature at the website and are applied per folder in the Working Group documents database when the file is uploaded to the website. A caution on use of auto-naming: since auto-naming is currently applied by folder, <docnumber> and <revnumber> are by folder. Thus, one should turn off auto-naming if moving a document from one folder to another.

3) Resolution of contribution submittals: Resolution of contribution submittals to documents is determined through discussion by members of the Working Group on the WiMAX Forum e-mail reflector and in Working Group meetings. Resolution of all contribution submittals is required to be documented in a central database maintained by each Working Group.

Ballot Approved Documents

1) **Process to submit a change request:** For a document that has been approved by Working Group ballot, change requests may be submitted by WiMAX Forum Principal or Regular members in good standing as follows:

- a) Members request a change request number from the Working Group and complete the change request form presented below as Exhibit A as a cover page for each change request submitted.
- b) Changes related to the same problem that affect multiple documents should be requested in one change request form. If requested changes are of both editorial and technical type, a Technical box should be checked on the change request form and the editorial changes listed in the Change Request Detail section of the form.
- c) Members upload change requests to the WiMAX Forum website into a folder specified by the Working Group for this purpose using the file naming scheme described below.
- d) The Working Group Chair, Secretary or Editor utilizes a central database (e.g., WiMAX Forum website's comments resolution database functionality, IEEE's Commentary database software or a spreadsheet) to track each change request in one central database that is available at a minimum in read-only format to Working Group members. It is important that the responsible Working Group notify other affected Working Groups in a timely manner about change requests.

2) **File naming of change requests:** Working Group members should employ the WiMAX Forum website file auto-naming functionality to apply names to change request files as they are uploaded to the WiMAX Forum website. Working Groups should create specific folders at the WiMAX Forum documents website database for change requests against specific documents. The file naming scheme noted below is a minimum set of attributes to apply for auto-naming change request files; additional file name attributes can be added per Working Group preference:

`<docnumber>_r<revnumber>_<CRNumber>_<CompanyName>_<FileName>.extension`

The original file name assigned by the author before the file is uploaded to the WiMAX Forum website should include a change request number <CRNumber>, the name of the author's company <CompanyName>, the name and revision of the existing file being changed <FileName>. The <docnumber> and <revnumber> attributes are automatically generated by the auto-naming feature at the website and are applied per folder in the Working Group documents database when the file is uploaded to the website. A caution on use of auto-naming: since auto-naming is currently applied by folder, <docnumber> and <revnumber> are by folder. Thus, one should turn off auto-naming if moving a document from one folder to another.

The change request number is issued and maintained by each Working Group in the following format where **x = an abbreviation for the type of document** and **n = sequence of numbers from 0 to 9999**. The abbreviations for document types and numbering sequence are defined and maintained by each Working Group.

<u>Working Group</u>	<u>ChangeRequestNumber Format</u>
AWG	AWG-xxx-nnnn
CWG	CWG-xxx-nnnn
ETWG	ETWG-xxx-nnnn
GRWG	GRWG-xxx-nnnn
MWG	MWG-xxx-nnnn
NWG	NWG-xxx-nnnn
RWG	RWG-xxx-nnnn

SPWG SPWG-xxx-nnnn
TWG TWG-xxx-nnnn

Examples of document type abbreviations are as follows:


<u>Document Type</u>	<u>Abbreviation</u>
System Profile	SYP
Protocol Implementation Conformance Specs	PIC
Radio Conformance Test	RCT
Test Suite Structure-Test Purposes	TSS
System Profile Wave Recommendation	SPW
Certification Profile Recommendation	CPR
Interoperability Test	IOT
Requirements	REQ
Network Specification	NET

3) Notification of change requests: Since the implications of a change request can affect multiple Working Groups, notification of a change request should be done by the Working Group responsible for the change request via email notification to any Working Groups affected by the change request. Email notification of a change request should include a link to the change request file(s) and form.

4) Resolution of change requests: Resolution of change requests is determined through discussion by members of the Working Group on the WiMAX Forum e-mail reflector and in Working Group meetings. Working Groups should establish a reasonable amount of time between submission of a change request and determination of the disposition of the change request to allow enough time for members of the responsible Working Group and other affected Working Groups to assess the impact of the change request. Resolution of all change requests as approved, rejected, superseded or withdrawn is required to be documented in a central database maintained by each Working Group Chair, Secretary, Editor or Program Manager.

Change request procedural details are specified by each individual Working Group. Consideration of change requests, including the required approval thresholds for voting, is governed by the WiMAX Forum Working Group Process Guidelines.

Exhibit A
Change Request Form

 © WiMAX Forum		<h1>CHANGE REQUEST FORM</h1>		Change Request Number ___WG-XXX-nnnn <i>(Assigned by Working Group)</i>	
<i>This section to be completed by an Officer of the Working Group or Program Manager</i>					
Date of Resolution by Working Group (minimum time from submittal set by Working Group)				<input type="text"/>	
<i>at least one should be marked with an X</i>					
Change Request Category <i>(check one)</i>		Technical modification <input type="checkbox"/> Technical clarification <input type="checkbox"/>		Technical error correction <input type="checkbox"/> Editorial correction or change <input type="checkbox"/>	
Working Groups To Be Notified		<input type="text"/>			
Working Groups Input Requested		<input type="text"/>			
Working Groups Input Received		<input type="text"/>			
Resolution		Approved <input type="checkbox"/>		Rejected <input type="checkbox"/>	
Reason for Being Rejected, Superseded or Withdrawn		<input type="text"/>			
Superseded <input type="checkbox"/>		Withdrawn <input type="checkbox"/>		<input type="text"/>	
<i>This section to be completed by the submitter(s) of the change request</i>					
				Date of Submittal to Working Group <input type="text"/>	
Name & Version of Affected Document(s)		<input type="text"/>			
Change Request File Name(s)		<input type="text"/>			
Author Name(s)		<input type="text"/>			
Company Name(s)		<input type="text"/>			
Author Email(s)		<input type="text"/>			
<i>at least one should be marked with an X</i>					
Change Request Category <i>(check one)</i>		Technical modification <input type="checkbox"/> Technical clarification <input type="checkbox"/>		Technical error correction <input type="checkbox"/> Editorial correction or change <input type="checkbox"/>	
ALL Affected Documents <i>(title, revision)</i>		<input type="text"/>			
ALL Related Change Requests <i>(Change Request #)</i>		<input type="text"/>			
Summary Reason(s) for Change Request <i>Provide summary description of reason(s) for change request</i>		<input type="text"/>			
Change Request Detail <i>List explicit changes to document text, tables, charts, figures, contribution filenames, etc.</i>		<input type="text"/>			