myProject™

User Guide

Last Updated: Oct 5, 2012

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1 Introduction

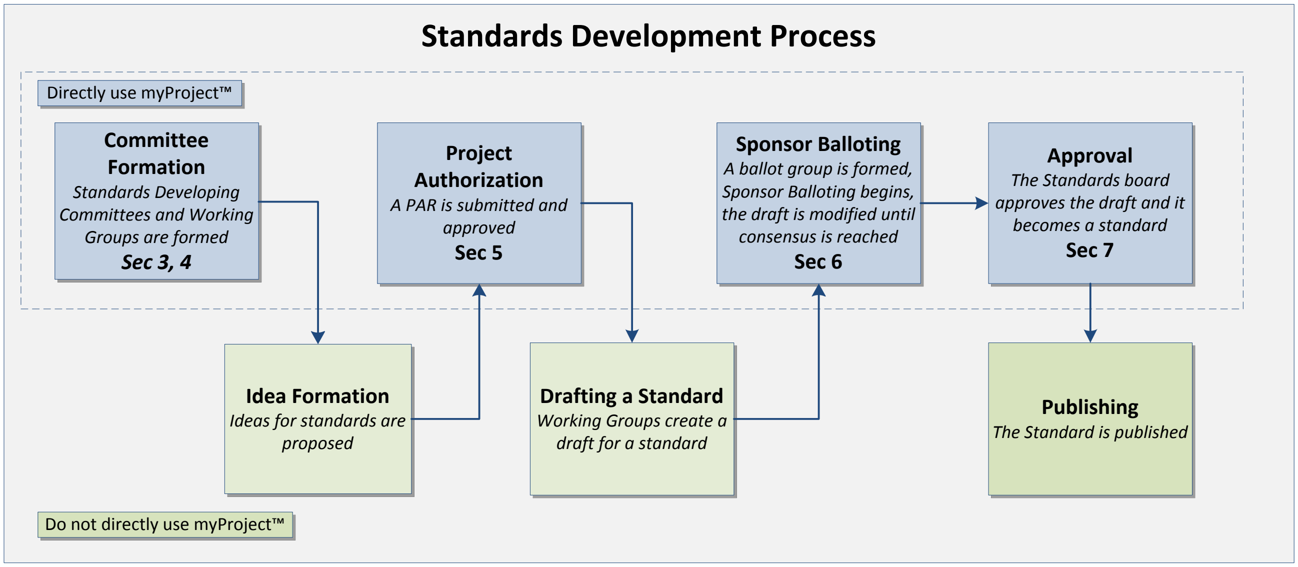
myProject™ is:

- A web-based tool that facilitates the IEEE standards process
- A database that holds information related to the standards process
- A tool used by IEEE members, staff, and other individuals who want to participate in the standards process

In order to use my project, you must have:

- Access to the internet
- A web browser (e.g. Internet Explorer, Firefox, etc.)
- A PDF viewer (e.g. Adobe Reader)
- A spreadsheet editor ***only for download/upload comment functions*** (e.g. Excel)
- An IEEE web account
  - IEEE Web Accounts are free and do not require IEEE membership.
  - If you do not have an IEEE web account, create one by going to: https://www.ieee.org/profile/public/createwebaccount/showRegister.html

How myProject™ is used in the standards development process:



Relevant sections of the myProject™ User Guide:

- Committee Formation – **Sec 3. Managing Activities, Roles and Affiliations**, **Sec 4. Manage Sponsors and Working Groups**
- Project Authorization – **Sec 5. The PAR Submission and Approval Process**
- Sponsor Balloting – **Sec 6. Sponsor Balloting**
- Approval – **Sec 7. RevCom Submission and Review**

2 Getting Started

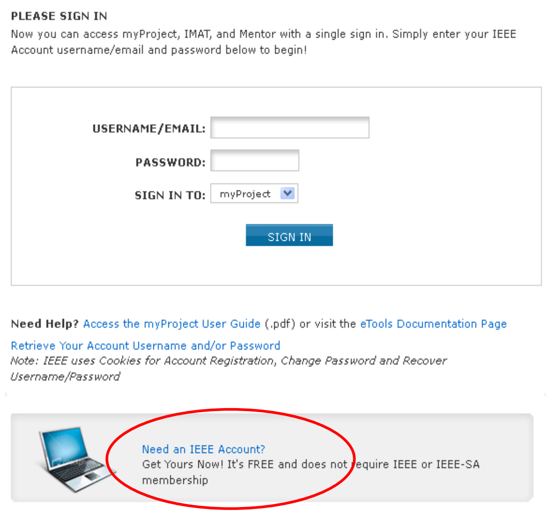
2.1 *Accessing myProject™ for the First Time.*

Applicable Users:

- All myProject™ users

Instructions:

1. Go to https://development.standards.ieee.org/my-site
2. Enter your IEEE Account username/email and password and click "**LOGIN**".
   - If you do not have an IEEE web account, you can create one by clicking on the "**Need an IEE Account?**" link.



2.2 *Accessing/Updating myProject™ Account Information*

When you access myProject™ for the first time, the Account page will open, requesting information. This information is used by the system to notify you of events and tasks, as well as to automatically add your information to some fields, and is maintained separately from your IEEE Web Account information. This information is required, and only asked for once. You can change this information, however, at any time by clicking on the "**Account**" link on the Home Screen.

Applicable Users:

- All myProject™ users

Instructions:

1. Select/enter your employer/position information (*you can select your employer from the list, or type it in if it isn't visible*).
2. Enter your address information.
3. Enter your telephone numbers.
4. Enter a secondary email, if any (*If provided, a copy of all messages will be sent here*). Your primary email is maintained through your IEEE Web Account and can be changed by clicking the "Click to change" link.
5. Click "**OK**" to save your information.

2.3 *Accessing Messages and Notification Preference*

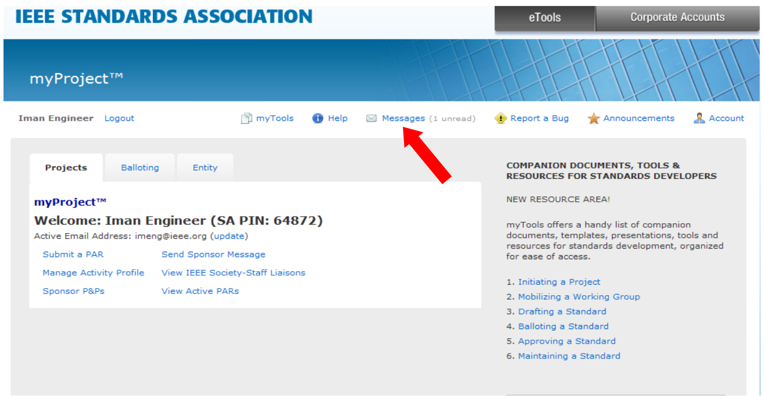
MyProject™ users are notified of important events through the myProject™ "Messages" section as well as through email.

Applicable Users:

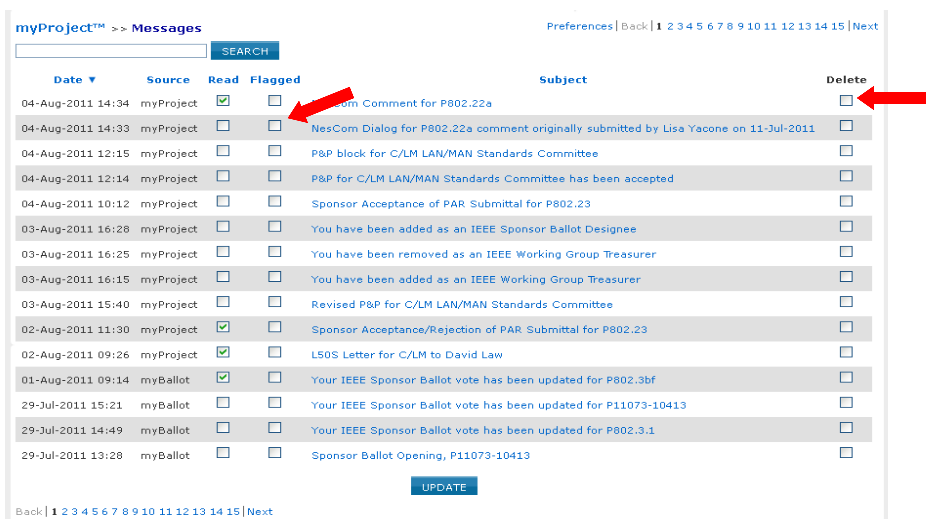
- All myProject™ users

Instructions:

1. From the myProject™ home screen, click "**Messages**".

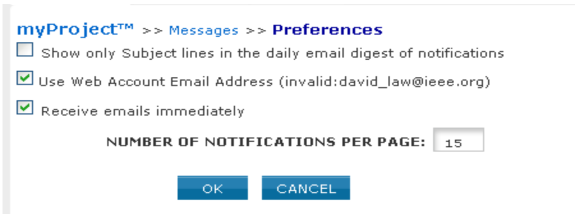


2. From this screen, you will be able to see all myProject™ notifications.
3. Click on the message subject text to display the message.
4. Place a check in the boxes next to the message to mark messages as read or flagged, or to delete messages.
   - You can check a range of boxes at once by clicking the first box, holding the "Shift" key and clicking the last box.



5. Click "**UPDATE**" to apply any changes.
6. To manage notification preferences, click "**preferences**".

7. Check the box to activate or deactivate features.

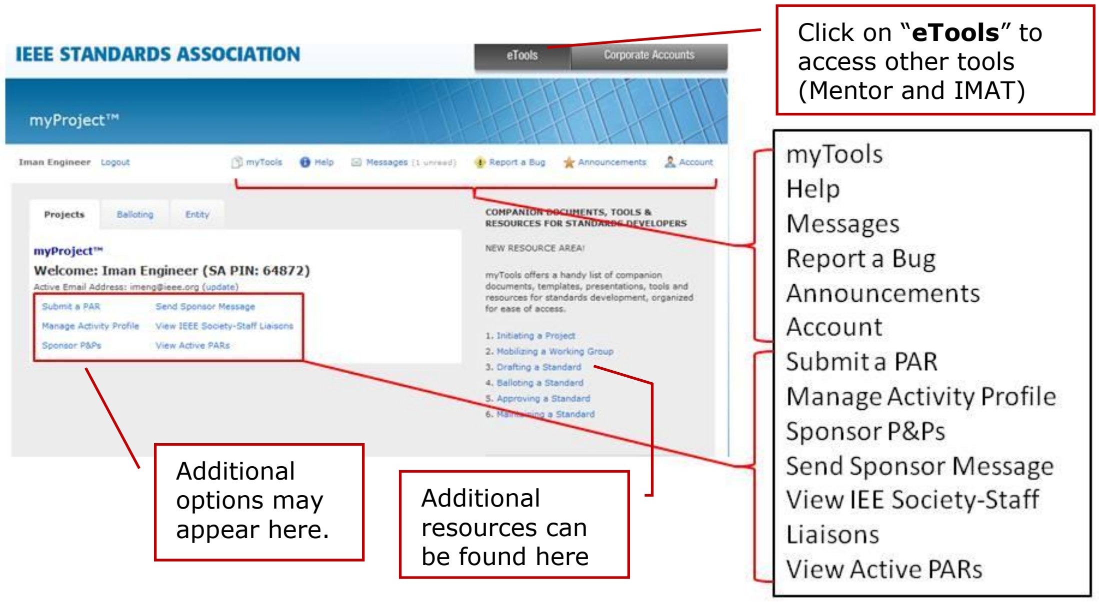


- "Show only Subject…" when checked will only show subjects in your daily email summary, not the message text.
- "Use Web Account Email…" when checked will send emails to your primary email address.
- "Receive emails immediately" when checked will send notification emails as they are generated instead of a daily email digest.

8. Change the "number of notifications per page" to change how many messages appear per page in the list view.
9. Click "**OK**" to save your changes.

2.4 *The myProject™ Home Screen*

The following features are available to all users. Additional features may be available to you based on your specific role and will appear in the lower section.



myTools
This section will give you access to resources related to the standards process.

Help
Use this link to get the latest information and help related to the screen you are on.

Messages
This screen allows you to view all system notifications. You can also manage your email notifications here.

Report a Bug
This page lets you report a myProject™ bug to the system administrator.

Announcements
Breaking news about myProject™ may be found here.

Account
This area allows you to edit your IEE-SA contact information as well as manage your affiliations.

Submit a PAR
This is for use by any SA Member who wishes to submit a PAR (Project Authorization Request) for consideration by NesCom. This screen is used for all PAR requests and all PAR actions (modify, extend, withdraw).

Manage Activity Profile
Use this screen to join sponsor committees, working groups and projects of interest to you.

Sponsor P&Ps
This is a comprehensive list of IEEE Sponsor P&Ps (Policies and Procedures) including their acceptance status.

Send Sponsor Message
This is for committee chairs and IEEE Standards Staff use in sending an email notification to a sponsor.

View IEEE Society-Staff Liaisons
This link brings you to a list of all IEEE Society-staff liaisons.

View Active PARs
This screen provides a view and search function on all active PARs. A link to view the approved PAR is provided.

3 Managing Activities, Roles and Affiliations

3.1 Join an Activity/Register as an Interested Party (Sponsor, Working Group, Project)

Joining an activity allows you to receive ballot invitations and other notifications, be selected as Working Group chair or other officer and get access to the group's Mentor area (Mentor is the IEEE-SA tool for group collaboration). Joining an activity also adds you to the roster and allows the chair to assign involvement levels. Working Group officers will also be notified when you register interest in the group. For more information on rosters, see **Sec 4.18 Assign Involvement Level in a Working Group.**

Applicable Users:

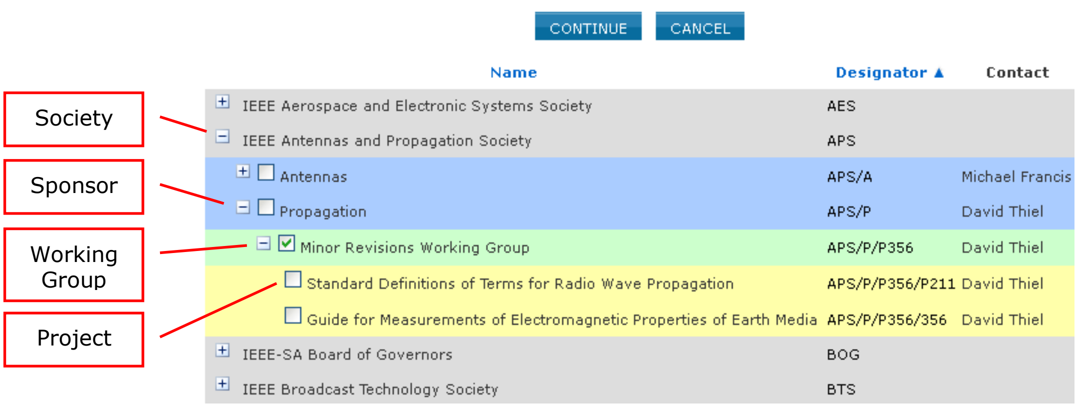
- All myProject™ users

Notes:

- To be appointed as an officer or other designation you must register at the appropriate level, e.g. Standards Representative – Sponsor Level, Working Group Chair – Working Group Level, Ballot Designee – Project Level
- IEEE-SA Basic Corporate membership or above is required to observe an entity project.
- Only IEEE-SA Advanced Corporate Members can contribute and hold voting privileges in entity working groups.

Instructions:

1. On the **myProject**™ Home Screen, select "**Manage Activity Profile**".
2. On the "Manage Activity Profile" Page, scroll down to the Society or SCC you are interested in and expand the tree by clicking the **"+"** sign to view Sponsors, Working Groups, and Projects.



3. Check the box next to the activity you are interested in (Sponsor, Working Group, Project).
4. Click "**CONTINUE**"
5. Confirm your interest area and enter your affiliation information.
   - Select from the list or type in your company/organization.
6. Click "**CONTINUE**"

3.2 *Update Affiliation Information*

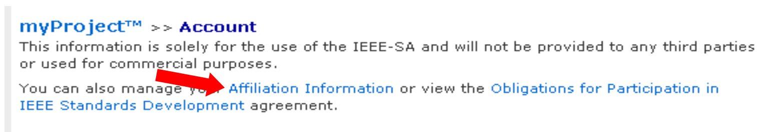
Use this function to manage your affiliation for each project/PAR. A person could be affiliated with different entities on different PARs. See affiliation guidelines at http://standards.ieee.org/faqs/affiliation.html

Applicable Users:

- All myProject™ users

Instructions:

1. On the **myProject**™ Home Screen click the "**Account**" link in the upper right.
2. Click the "**Affiliation Information**" link.



3. Update your affiliation for each project listed.
    - Select from the list or type in your company/organization.
4. Click "**OK**".

3.3 *Entity Members and myProject™*

Management of entity roles (DR/DRA & EBR/EBRA) is done by the EMR (Entity Member Representative). Other information for Entity Membership is not managed through myProject™ and is obtained from the MemberClicks database. This information includes: The name of the organization, the username of the EMR and the type of entity membership (basic or advanced).

3.4 *Enroll as DR or DRA (Entity Working Groups)*

Participation in Entity Working Groups is limited to IEEE-SA Entity Members. These entities are represented by a DR (Designated Representative) and DRA (Designated Representative Alternate). Any employee of the Entity Member organization may enroll as the DR or DRA if the slot has not already been filled. Only the EMR (Entity Member Representative) has the ability to replace the DR or DRA.

Applicable Users:

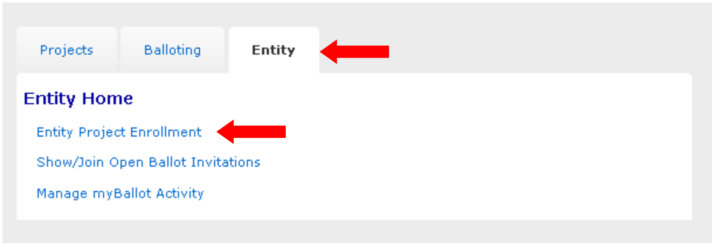
- Employees of Entity Member organizations

Notes:

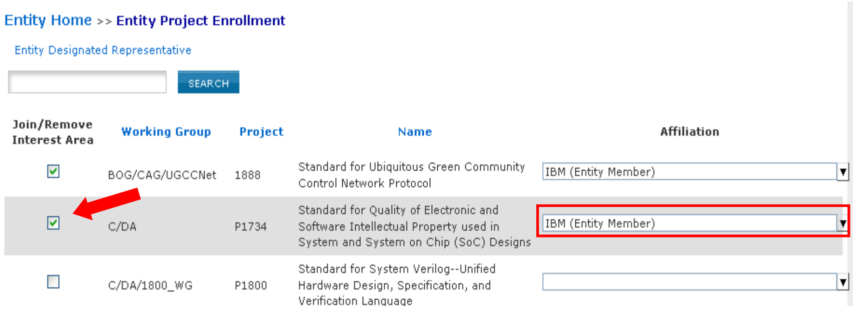
- Users must have an IEEE-SA Entity Member organization listed as their employer in order to represent his/her company in entity projects.

Instructions:

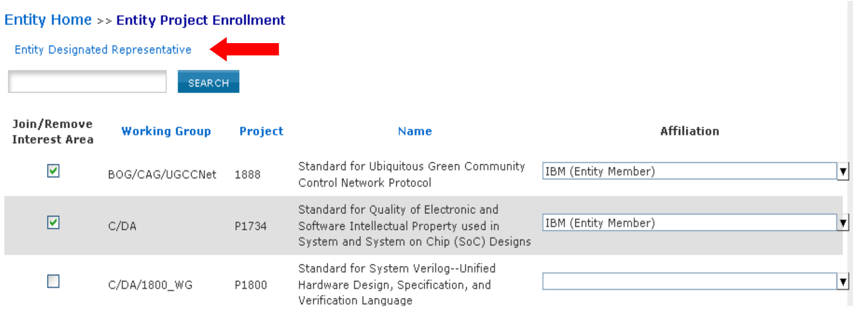
1. On the myProject™ Home Screen, click the "**Entity**" tab.
2. Click "**Entity Project Enrollment**".



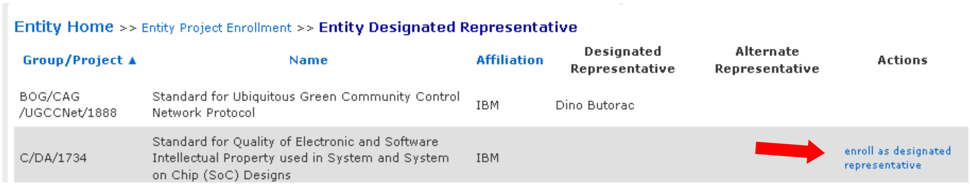
3. Place a check next to the projects you would like to enroll in and enter your company in the "**Affiliation**" box. Make sure you enter the same Entity Member organization that you have listed as your employer.



4. Click "**OK**" to confirm enrollment in the project.
5. Click "**Entity Designated Representative**"



6. Click "**enroll as designated representative**" next to the project you would like to enroll as DR for. (If the DR slot has already been filled, you will be able to select "enroll as alternate representative". If both have been filled, you will be able to select "add to representative waitlist" to add your name to a waiting list visible to the EMR.)



7. Click "**OK**" to confirm your enrollment.
8. Your name will now show up under "Designated Representative" or "Alternate Representative".

3.5 *Manage DR and DRA (Entity Working Groups)*

Participation in Entity Working Groups is limited to IEEE-SA Entity Members. These entities are represented by a DR (Designated Representative) and DRA (Designated Representative Alternate). Any employee of the entity member institution may enroll as the DR or DRA if the slot has not already been filled. Only the EMR (Entity Member Representative) has the ability to replace the DR or DRA.

Applicable Users:

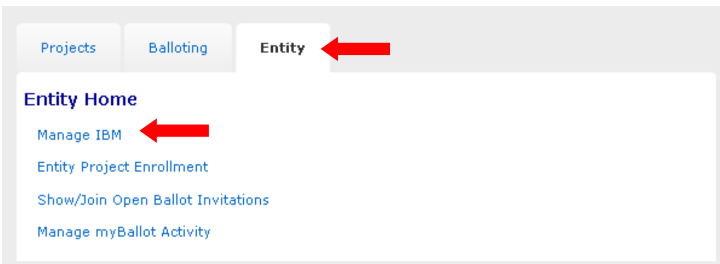
- EMR

Notes:

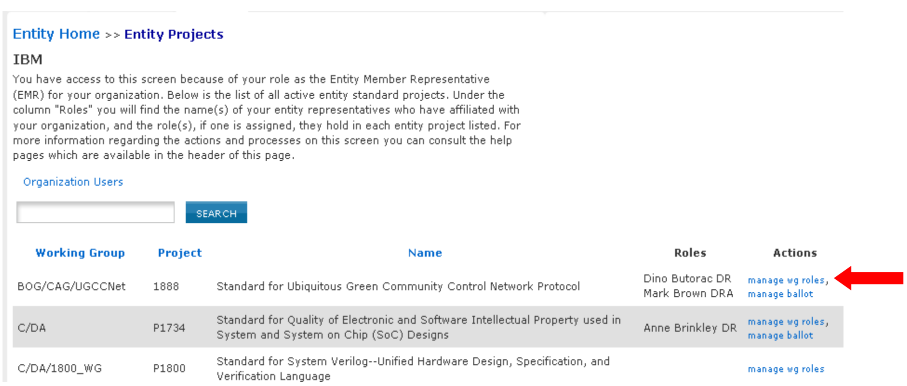
- Users must already be enrolled in the entity project to be added as DR or DRA.

Instructions:

1. On the **myProject**™ Home Screen, click the "**Entity**" tab.
2. Click "**Manage (*your company)***".



3. Click "**Manage WG Roles**" next to the Working Group you want to manage.



4. You will see individuals currently enrolled as the DR and DRA as well as a waiting list of other individuals who have expressed interested in becoming the DR/DRA.
   - To remove an individual from a DR/DRA position, delete their username from the box and click "**OK**"
   - To replace an individual in a DR/DRA position, replace their username with the username of the new individual and click "**OK**"
   - You may replace both usernames at the same time or switch the two.
   - You may assign a new DR/DRA, but it is recommended that you let the individual enroll him/herself or use a name from the waiting list to ensure they have already enrolled in the project.


Entity Home >> Entity Projects >> Manage WG Roles
IBM
BOG/CAG/UGCCNet Ubiquitous Green Community Control Network Working Group
As the Entity Member Representative (EMR) for your organization, an advanced member, you have the ability to assign/modify the Designated Representative (DR) and Designated Representative Alternate (DRA) roles for corporate standard projects at any time. For more information about the DR/DRA roles and other actions available on this page, please consult the help pages available in the header of this page.
DESIGNATED REPRESENTATIVE: dinobutorac Dino Butorac
DESIGNATED REPRESENTATIVE ALTERNATE: msbrown Mark Brown
Designated Representative Wait-list
Date Requested Name Username Email Address
07/29/2011 09:16 Brinkley, Anne ANNEBB invalid:annebb@us.ibm.com
OK
CANCEL

3.6 *View Individuals/Merge Users*

This feature shows a list of all myProject™ users along with Usernames and contact information. Use the "Merge Users" feature to combine user data into one username; this feature is helpful if users have created an additional account in error.

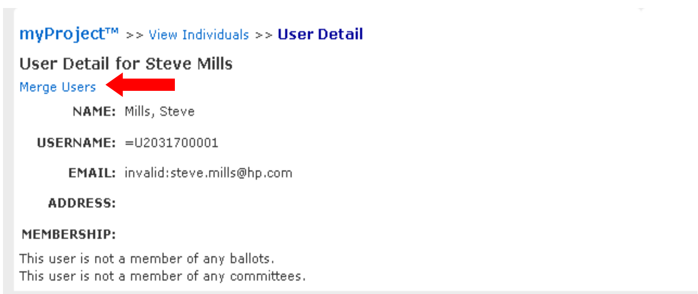
Applicable Users:

- General Staff (View Individuals), ODB Staff (Merge Users)

Instructions:

1. On the **myProject**™ Home Screen click "**View Individuals**".
2. To search for a particular individual, type all or a portion of their name into the box and click "**SEARCH**".

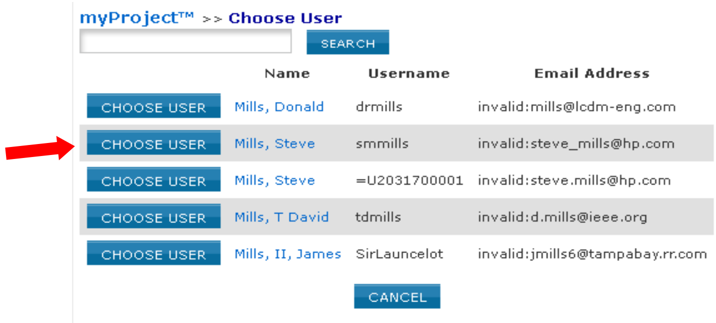
3. Click on a name to see details and all roles for that individual.
4. To Merge users:
   a. Click on the name next to the user you want to merge into another user.
   b. Click "**Merge Users**".



   c. Enter the username of the user that the data will be merged into.

   d. If you don't know the username:
      i. Click "**LOOKUP**"
      ii. type all or a portion of their name into the box and click "**SEARCH**"

iii. Click “**CHOOSE USER**” next to the user you are looking for to automatically fill their username into the box.



e. Click “**OK**” to merge the users.

f. Click “**OK**” to confirm the merge.

3.7 *Manage Board Members/Add a Board Administrator*

Although it is possible to add the administrators for all boards to the roster, only the NesCom and AudCom administrators are currently given special access to myProject™.

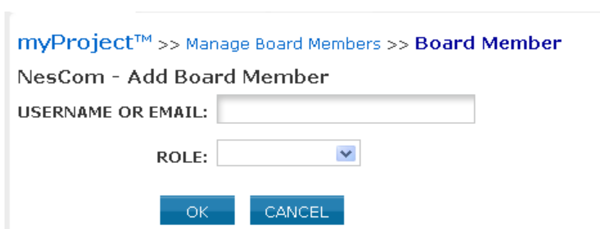
Applicable Users:

- Governance Staff

Instructions:

1. On the **myProject**™ Home Screen click the "**Manage Board Members"**.
2. Select the board you would like to edit from the "**SELECT BOARD**" dropdown menu.
3. To add a new member, click "**Add New Member**".

4. Enter the username of the new member and select their role.
   - Guest – Roster only, no access
   - Member – Access to relevant member area
   - Administrator – Administrative access to board member area
   - Staff – Read only access to board member area



5. Click "**OK**" to add the member.
6. To change a role, click "**edit role**" next to the individual you want to modify.
7. Choose the new role and click "**OK**" to save changes.
8. To remove an individual, click "**remove**" and click "**OK**" to confirm.

3.8 *Manage Staff Users*

Applicable Users:

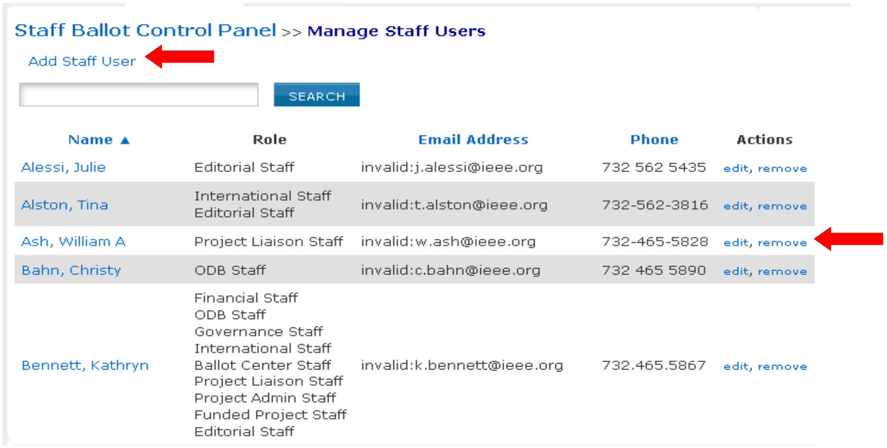
- ODB Staff

Notes:

- New staff accounts should automatically be added to myProject™ as general staff users.
- Use this feature to give other web accounts staff privileges.

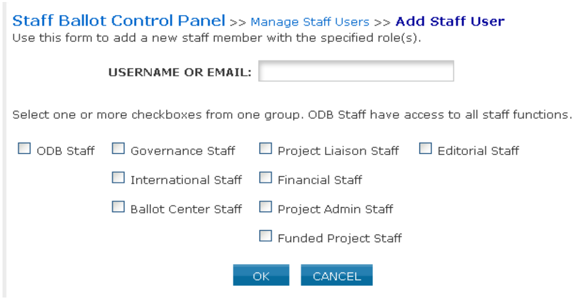
Instructions:

1. On the **myProject**™ Home Screen, click the "**Balloting**" tab.
2. Click "**Manage Staff Users**".
3. To add a new staff user, click "**Add Staff User**".



Name ▲	Role	Email Address	Phone	Actions
Alessi, Julie	Editorial Staff	invalid:j.alessi@ieee.org	732 562 5435	edit, remove
Alston, Tina	International Staff Editorial Staff	invalid:t.alston@ieee.org	732-562-3816	edit, remove
Ash, William A	Project Liaison Staff	invalid:w.ash@ieee.org	732-465-5828	edit, remove
Bahn, Christy	ODB Staff	invalid:c.bahn@ieee.org	732 465 5890	edit, remove
Bennett, Kathryn	Financial Staff ODB Staff Governance Staff International Staff Ballot Center Staff Project Liaison Staff Project Admin Staff Funded Project Staff Editorial Staff	invalid:k.bennett@ieee.org	732.465.5867	edit, remove

4. Enter the username and place a check in the box next to all roles the staff member should have.
   - If no boxes are checked, the user will have only general staff capabilities.



5. Click "**OK**" to add the user.
6. To change staff roles, click "**edit**" next to the user's name.
7. Check/Uncheck the appropriate staff role boxes and click "**OK**" to save the changes.
8. To remove staff user privileges from an individual, click "**remove**" next to their name and click "OK" to confirm.

3.9 *Manage Staff Liaisons*

Applicable Users:

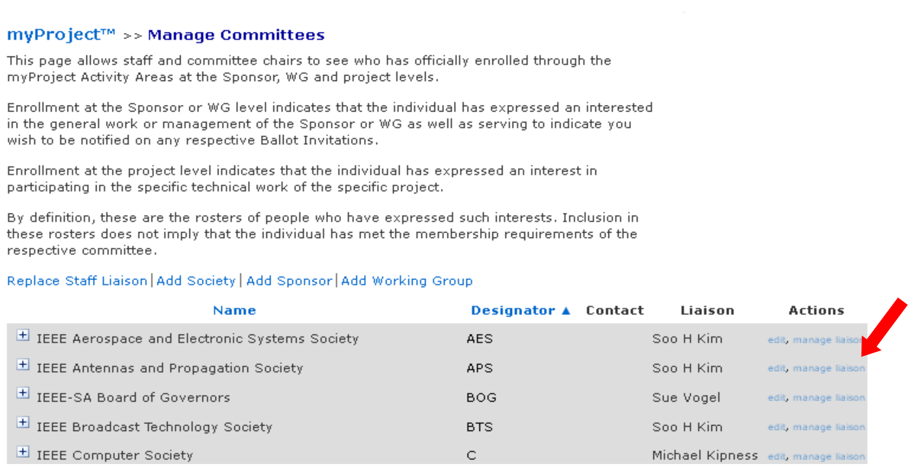
- General Staff (read-only access), ODB Staff (Full Access)

Notes:

- Staff Liaisons can be assigned at the Society, Sponsor, Working Group and Project levels. New committees and projects will be assigned the liaison of the parent committee unless a new one is assigned.

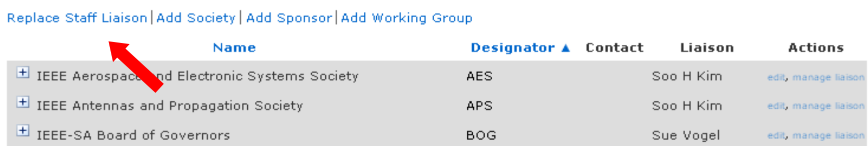
Instructions:

1. On the **myProject**™ Home Screen, select "**Manage Committees**".
2. Click "**manage liaison**" next to the Society, Sponsor, Working Group or Sponsor you would like to reassign a liaison for.

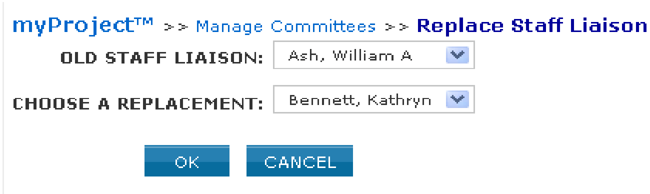


3. Select a liaison from the dropdawn list. This list will include all staff users who have been given the "Project Liaison Staff" role.

4. Click "**OK**" to assign the liaison.
5. If it becomes necessary to reassign all of the committees/projects assigned to a liaison, this can be done by clicking "**Replace Staff Liaison**" from the "Manage Committees" screen.



6. Choose the liaison that is to be replaced from the "OLD STAFF LIAISON" menu and the replacement from the "CHOOSE A REPLACEMENT" menu.



7. Click "**OK**" to reassign all of the liaison's committees/projects.

3.10 *Manage Organizations*

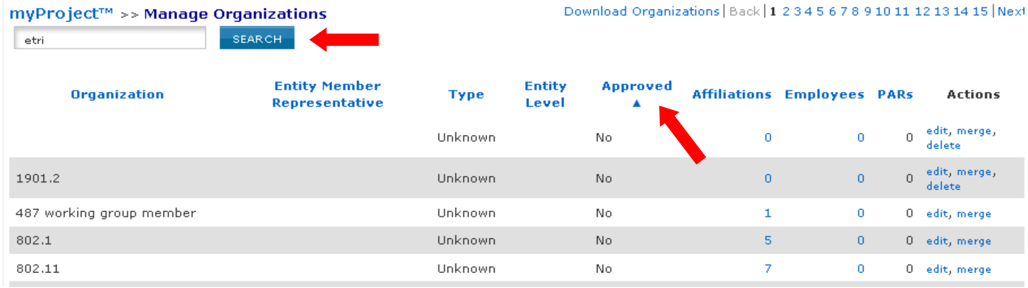
The Manage Organizations tool can be used to view all organizations that have been entered into myProject™ as an employer, affiliation, or entity member.

Applicable Users:

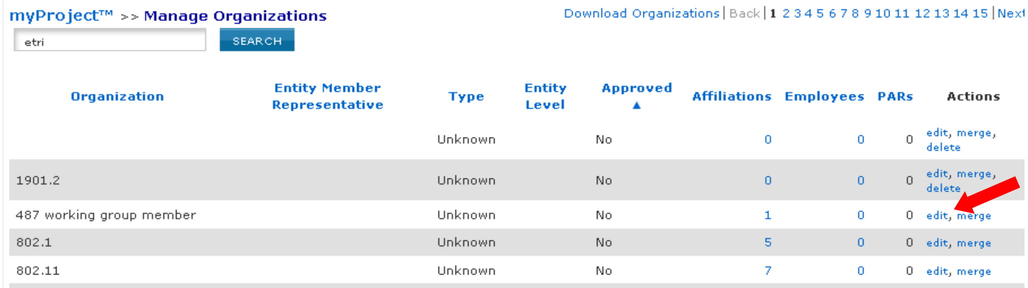
- ODB Staff

Instructions:

1. On the **myProject**™ Home Screen, select "**Manage Organizations**".
2. Type a name into the box and click "**SEARCH**" to search for an organization or click on a column to sort by that field.

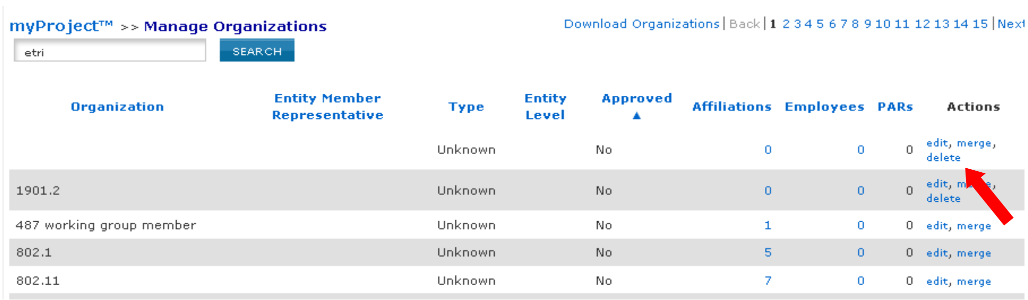


3. Click "edit" to edit the attributes for an organization.

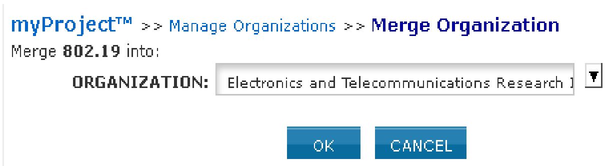


4. From this screen, you can edit the organization name, the URL of the organization's website, the organization type and subsidiary name. Entity membership and EMR information are managed through Memberclicks and cannot be changed in myProject™.
5. Place a check next to "**Approved**" to mark the organization as approved, allowing it to show up as a choice when users enter affiliation and employer information.

6. Click “**OK**” to save the changes.
7. Click “**delete**” to remove an organization. This option will only be available if there are no affiliations or employees listed for the organization. Entity member organizations cannot be deleted either.
8. Click “**merge**” to remove an organization and move all affiliations and employees to another organization. Approved organizations and entity members cannot be merged.



9. Choose an approved organization from the list to merge the organization into.



10. Click “**OK**” to continue.
11. Click “**OK**” to confirm and complete the merge.

4 Manage Sponsors and Working Groups

4.1 Create/Edit a Committee and Appoint a Chair (Sponsor Only)

Before a Sponsor committee can upload proposed P&Ps, the Sponsor must first be created. If new Societies or Working Groups need to be created, the same procedure is used.

Applicable Users:

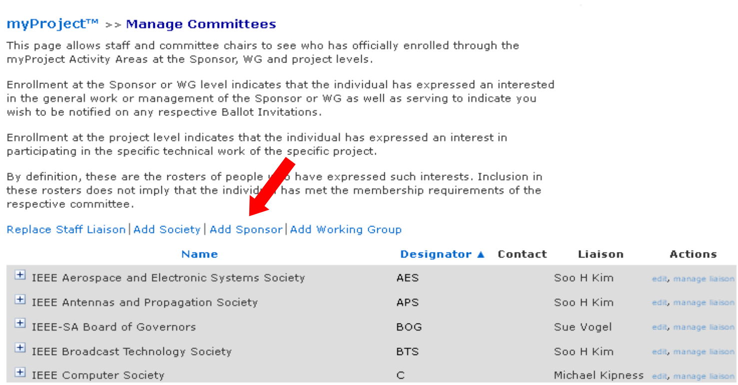
- Governance Staff

Notes:

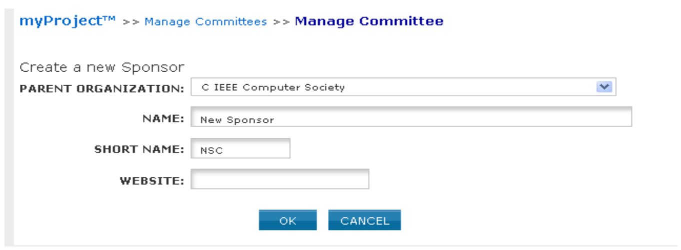
- In order to be appointed chair, an individual must first register as interested in the Sponsor Committee. **3.1 Join an Activity/Register as an Interested Party (Sponsor, Working Group, Project)**
- Working Group Chairs cannot be added through the staff "Manage Committees" control panel, they must be added by the Sponsor Chair or CSM, if applicable.

Instructions:

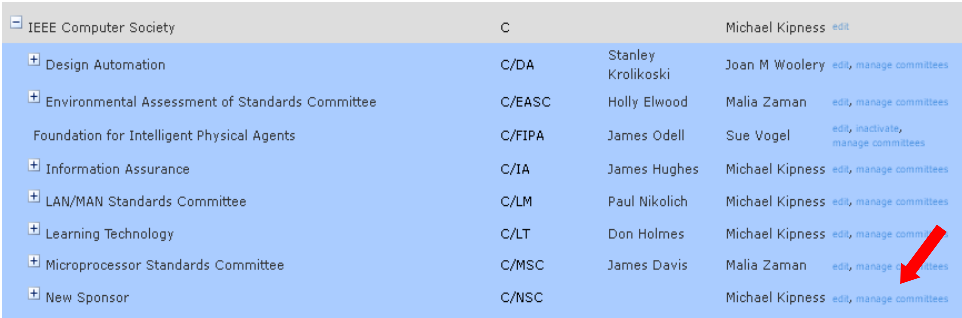
8. On the **myProject**™ Home Screen, select "**Manage Committees**".
9. Click "**Add Sponsor**", "**Add Society**" or "**Add Working Group**".



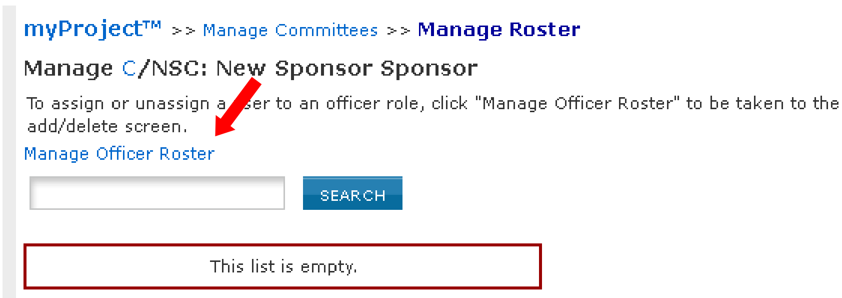
10. Select the parent society for the new committee, fill out the "name" and "short name" fields, add a website URL if the group has one and click "**OK**".



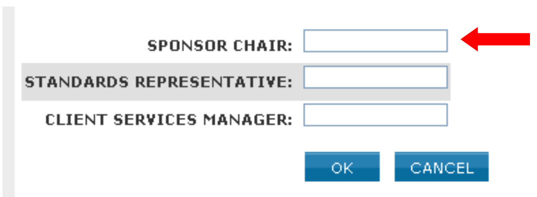
11. Click the "**+**" to expand the tree and navigate to the sponsor you just created.
12. Click "**Manage Committees**" next to the sponsor.



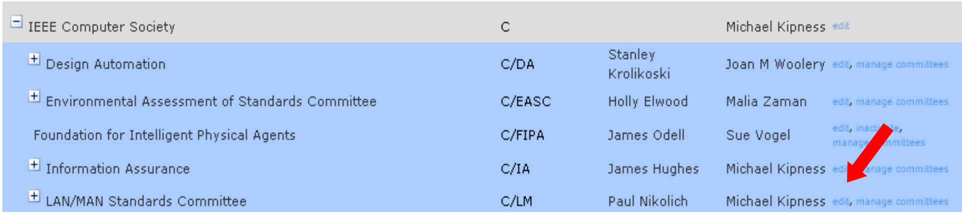
13. Click "**Manage Officer Roster**".



14. Type the username of the chair into the "**SPONSOR CHAIR**" box.



15. Click "**OK**" to save the assignment.
16. To change the parent organization, name, shortname or website, click "**edit**" next to the committee.



17. Modify the fields as necessary and click "**OK**" to save the changes.

4.2 *Add a Funded Project/Appoint a CSM*

By appointing a CSM (Client Services Manager), a project will automatically be added to the funded projects list. All approved entity PARs/projects will automatically be added to the funded projects list and assigned to the CSM Manager. The CSM Manager may reassign the projects as needed.

Applicable Users:

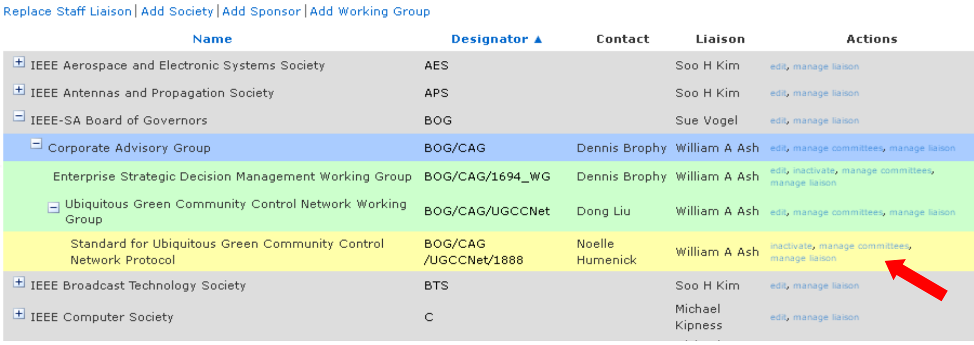
- ODB Staff

Notes:

- The CSM will be able to access officer (Working Group Chair, Sponsor Chair) functions in myProject™. CSMs can: initiate ballot invitations, extend invitations, initiate ballots and recirculations, accept PARs, manage involvement levels and officers.
- A CSM can be added at the Sponsor, Working Group, or Project level.
- The CSM should join the group as an interested party and specify an affiliation before being added. If an affiliation is not specified before being added as CSM, one must be specified immediately following.

Instructions:

1. From the myProject™ home screen, select "**Manage Committees**".
2. Click the "**+**" to expand the tree and find the project/committee that you would like to assign a CSM.
3. Click "**manage committees**" next to the project/committee you would like to assign a CSM.



Replace Staff Liaison | Add Society | Add Sponsor | Add Working Group

Name	Designator ▲	Contact	Liaison	Actions
+ IEEE Aerospace and Electronic Systems Society	AES		Soo H Kim	edit, manage liaison
+ IEEE Antennas and Propagation Society	APS		Soo H Kim	edit, manage liaison
− IEEE-SA Board of Governors	BOG		Sue Vogel	edit, manage liaison
− Corporate Advisory Group	BOG/CAG	Dennis Brophy	William A Ash	edit, manage committees, manage liaison
Enterprise Strategic Decision Management Working Group	BOG/CAG/1694_WG	Dennis Brophy	William A Ash	edit, inactivate, manage committees, manage liaison
− Ubiquitous Green Community Control Network Working Group	BOG/CAG/UGCCNet	Dong Liu	William A Ash	edit, manage committees, manage liaison
Standard for Ubiquitous Green Community Control Network Protocol	BOG/CAG /UGCCNet/1888	Noelle Humenick	William A Ash	inactivate, manage committees, manage liaison
+ IEEE Broadcast Technology Society	BTS		Soo H Kim	edit, manage liaison
+ IEEE Computer Society	C		Michael Kipness	edit, manage liaison

4. From this screen, you can see all of the users who have expressed interest in the project along with their username, phone, employer, affiliation and current role. Click "**Manage Officer Roster**" to assign a CSM.

myProject™ >> Manage Committees >> Manage Roster

Manage COM/SC/DYSPAN-1900.7: White Space Radio Working Group

To assign or unassign a user to an officer role, click "Manage Officer Roster" to be taken to the add/delete screen.

Manage Officer Roster

SEARCH

Name ▲	Username	Phone	Employer	Affiliation	Role	Involvement Level
Ariyoshi, Masayuki	Masa-B.Ari	+81 44 396 2624	NEC Corporation	NEC Corporation		Voting Member
Filin, Stanislav	fsa1976	+81-90-6485-8930	National Institute of Information and Communications Technology (NICT)	National Institute of Information and Communications Technology		Voting Member
Lubar, Daniel	dlubar	877-569-5069	RelayServices	WISPA / RelayServices		Voting Member
Sato, Naotaka	billbill	+81-3-5448-4005	Sony Corporation	Sony Corporation		Voting Member

5. Type the username of the CSM into the "CLIENT SERVICES MANAGER" box. If one has been added already, the username will be in this box; type in a different username to change.
6. Click "**OK**" to save your changes. "Client Services Manager" will now show as the individual's role.

4.3 *Accessing CSM Functions*

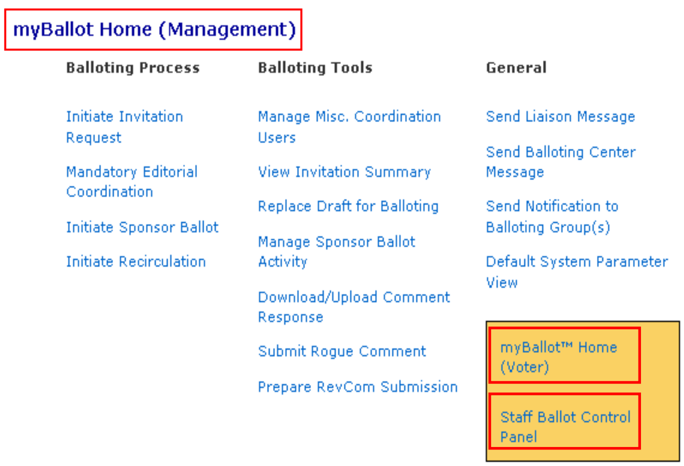
The CSM (Client Services Manager) has special access to myProject™ in addition to standard staff functions. The CSM has privileges similar to the chair of the groups/committees that they have been assigned.

Applicable Users:

- CSM

Instructions:

1. Access the additional areas of myProject™ and myBallot tab shown below. You will be able to accept/reject PARs for the assigned Sponsors/Working Groups, manage committees like a Sponsor/Working Group Chair, and manage Sponsor Ballot functions.
2. Follow instructions for the appropriate chair functions.



4.4 *Upload & Manage Sponsor P&Ps*

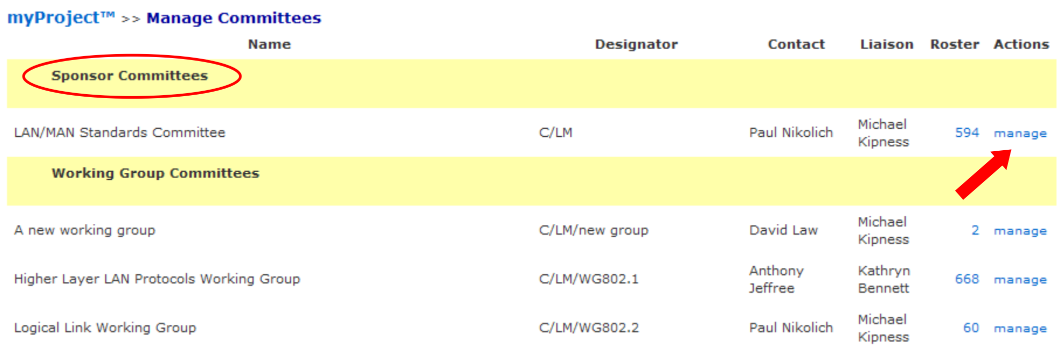
In order to submit PARs, Sponsor Committees must have approved P&Ps (Policies and Procedures) on file. P&Ps can be submitted and status monitored through **myProject**™.

Applicable Users:

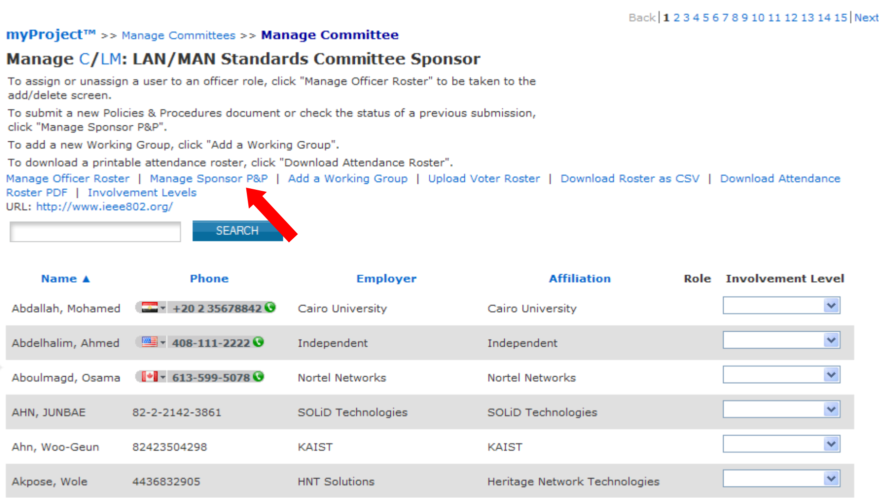
- Sponsor Chair, Standard Representative

Instructions:

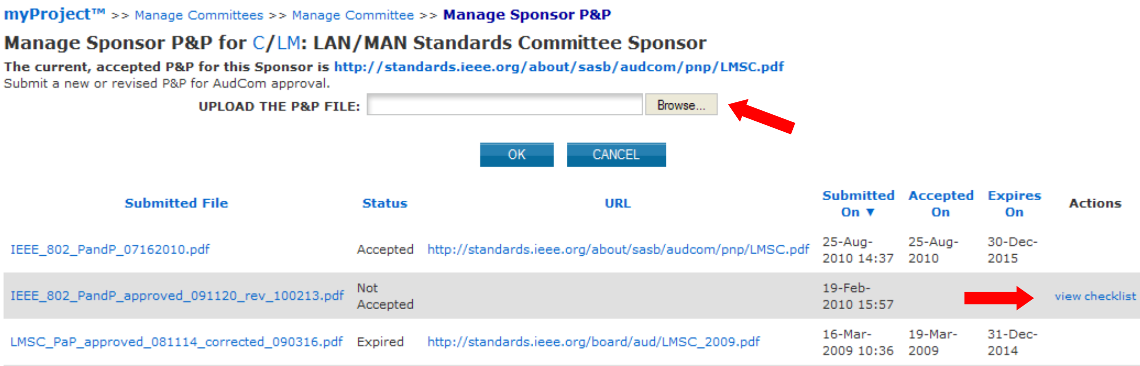
1. On the **myProject**™ Home Screen, select "**manage committees**".
2. Under the "**Sponsor Committees**" section click "**Manage**" under the "**Actions**" column.



3. Select "**Manage Sponsor P&P**".



4. The status of all submitted P&Ps can be seen in this screen, including submission, acceptance and expiration dates.
5. Click the "**Browse**" button to locate the file.
   - Select the P&P file and click "**OK**".
   - Click "**OK**" when you are prompted by "Are you sure?"



myProject™ >> Manage Committees >> Manage Committee >> **Manage Sponsor P&P**

Manage Sponsor P&P for C/LM: LAN/MAN Standards Committee Sponsor

The current, accepted P&P for this Sponsor is http://standards.ieee.org/about/sasb/audcom/pnp/LMSC.pdf
Submit a new or revised P&P for AudCom approval.

UPLOAD THE P&P FILE: Browse...

OK CANCEL

Submitted File	Status	URL	Submitted On ▼	Accepted On	Expires On	Actions
IEEE_802_PandP_07162010.pdf	Accepted	http://standards.ieee.org/about/sasb/audcom/pnp/LMSC.pdf	25-Aug-2010 14:37	25-Aug-2010	30-Dec-2015	
IEEE_802_PandP_approved_091120_rev_100213.pdf	Not Accepted		19-Feb-2010 15:57			view checklist
LMSC_PaP_approved_081114_corrected_090316.pdf	Expired	http://standards.ieee.org/board/aud/LMSC_2009.pdf	16-Mar-2009 10:36	19-Mar-2009	31-Dec-2014	

6. The uploaded P&P will now be placed on the next AudCom agenda.
7. If a P&P is rejected, click “**view checklist**” for more details.

4.5 *Build and Manage an AudCom Agenda*

Applicable Users:

- AudCom Administrator

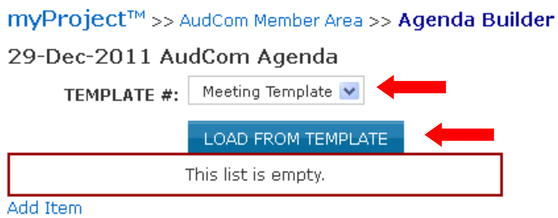
Notes:

- Meeting dates will be set based on NesCom dates entered by the NesCom Administrator.
- An agenda must be created in order for Sponsor P&Ps to be added to it.

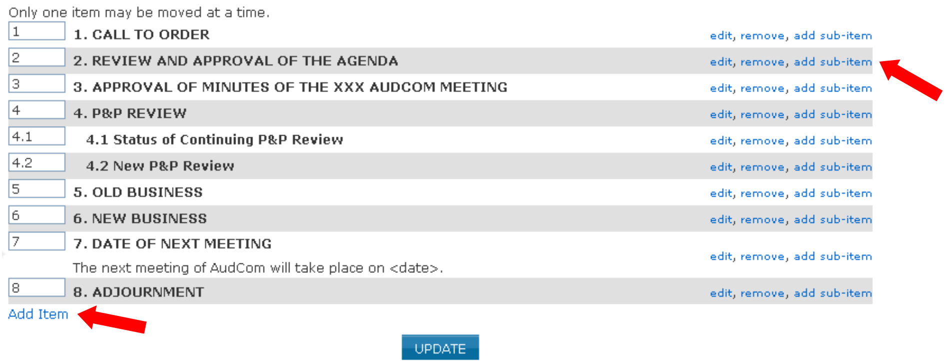
Instructions:

1. On the **myProject**™ Home Screen, select "**AudCom Member Area**".
2. To create a meeting agenda, click on "**Agenda Builder**" next to the meeting you would like to edit.

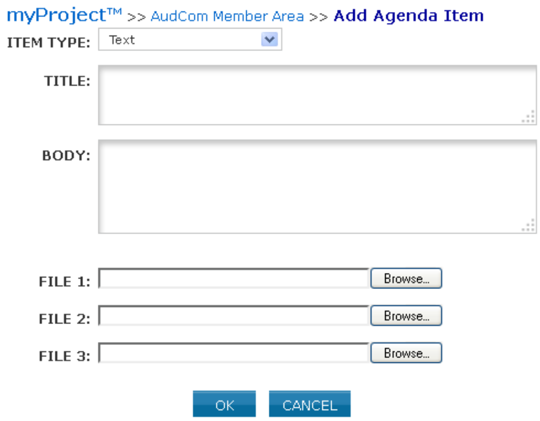
3. You can add items to the agenda individually, or start with a template and edit the agenda to your needs. To use a template, select one from the list and click "**Load From Template**"



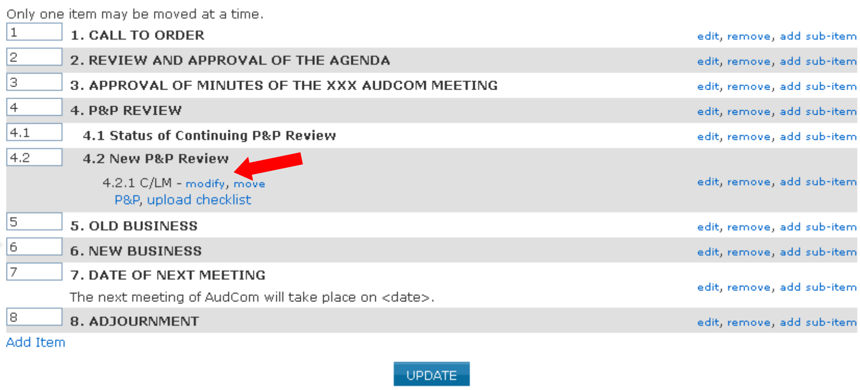
4. An agenda will automatically be created from the template.
5. To add additional agenda items, click "**add item**" or "**add sub-item**".



6. Now you can select the item type (use "text" unless you need sub-items to be added automatically), add additional text and relevant files.



7. Click "**OK**" to add the item to the agenda.
8. After a P&P has been added to the agenda, you must specify reviewers. To do this, click "**modify**" next to the P&P you want to assign.



9. Select the primary and secondary reviewers from the AudCom members in the dropdown boxes.
   - It is possible for both reviewers to submit a checklist, but only one checklist can appear attached to an agenda. If a second checklist is submitted, it will overwrite the first. In practice, the Primary Reviewer should be the only one to upload a checklist. This should be done after he or she has collected comments from the Secondary Reviewer and added the comments to the checklist to be uploaded.
10. Click "**OK**" to save the changes.

4.6 *Review a Sponsor P&P and Upload a Checklist*

Applicable Users:

- AudCom Member

Notes:

- You will only be able to upload checklists for P&Ps you have been assigned to as reviewer by the AudCom Administrator.
- It is recommended that you only upload checklists if you have been assigned as the **primary** reviewer.

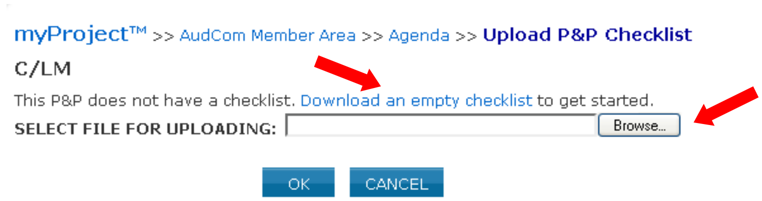
Instructions:

1. On the **myProject**™ Home Screen, select "**AudCom Member Area**".
2. Click "**agenda**" next to the upcoming meeting agenda.

3. Click "**upload checklist**" next to the P&P you want to review.

4. Click "**Download an empty checklist**" and save the file to your computer.

5. Modify the document and save it on your computer.
6. Click "**Browse…**" to select the modified checklist file.



7. Click "**OK**" to upload the checklist.

4.7 *Manage Sponsor P&Ps/Change Status*

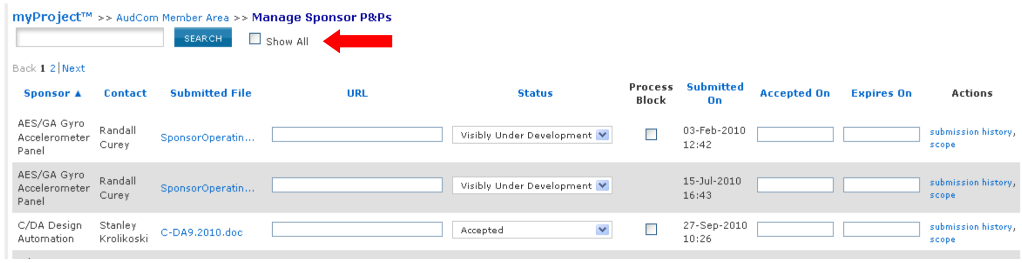
Applicable Users:

- AudCom Administrator

Instructions:

1. On the **myProject**™ Home Screen, select "**AudCom Member Area**".
2. Click "**Manage Sponsor P&Ps**".

3. You will initially only see P&Ps with a status other than accepted. To see all P&Ps, check "**Show All**"



4. Make changes.
    - Change the status of the P&P (if you are changing the status to "Accepted", you will need to upload the P&P to an external website and add the URL as well as enter "Accepted On" and "Expires On" dates)
    - Modify the URL, Accepted Date or Expiration Date
    - Place a Process Block on the Sponsor (for more information on Process Blocks, see **Sec 4.12 Blocking Activity**)
5. Click "**OK**" to save the changes.

4.8 *Submitting an L50S*

Sponsors are responsible for submitting an L50S form annually to report the financial activity of the committee.

Applicable Users:

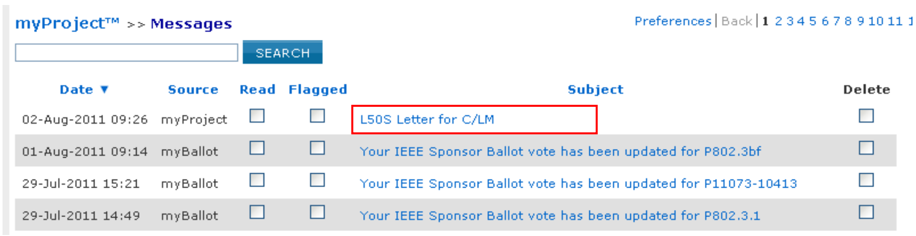
- Sponsor Chair, Standard Representative

Notes:

- You will receive email notification through the myProject™ messaging system that L50S forms need to be submitted.
- Actual submission of the L50S is not done within myProject™.

Instructions:

1. From the myProject™ home screen, click "**Messages**".
2. Click on the message relating to the L50S.



3. Follow the instructions and links in the message for additional information on completing the L50S and due dates.
4. Complete the online form and upload your completed L50S by going to: http://grouper.ieee.org/cgi-bin/upload_l50

4.9 *Sending L50S Notifications*

Applicable Users:

- Financial Staff

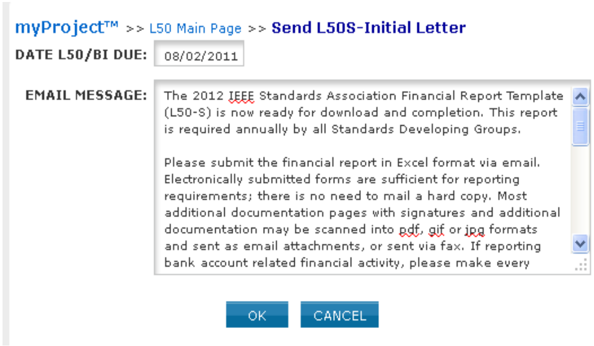
Notes:

- Notifications will be sent to all Sponsor chairs and Standard Representatives.

Instructions:

To send an initial notification:

1. From the myProject™ home screen, select "**L50 Main Page**".
2. Click "**Send L50S Initial Letter**".
3. Enter the due date for the submission. This will show up in the notification and set the due date in myProject™ for other L50 pages.
4. Review the message text and edit it if necessary.



5. Click "**OK**" to send the notification to all Sponsor Chairs.

To send a second notice notification:

1. From the myProject™ home screen, select "**L50 Main Page**".
2. Click "**Send L50S 2nd Notice Letter**".
3. Review the message and edit it if necessary.
4. Click "**OK**" to send the notification to all Sponsor Chairs.

4.10 *Viewing Sponsors with Received L50S and L50S Non-Responders*

Applicable Users:

- General Staff

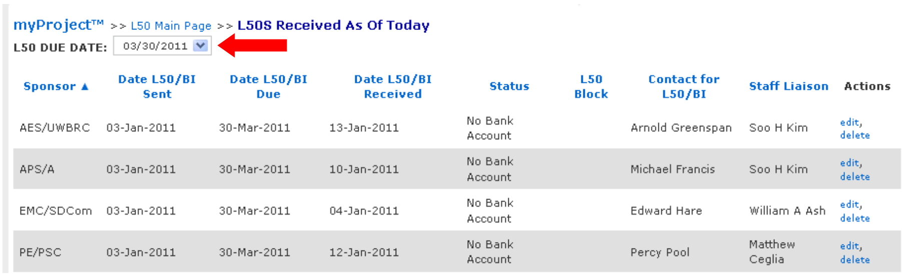
Notes:

- All staff will be able to see the L50S status, but only financial staff can make changes.

Instructions:

To view all L50S that have been received for the year:

1. From the myProject™ home screen, select "**L50 Main Page**".
2. Click "**L50S Received As Of Today**".
3. Select a date from the "**L50 DUE DATE**" drop-down box to see the L50 responses for that due date. The most current will be displayed by default.
4. On this screen, you will see: the date the initial notification was sent out (Date L50/BI Sent), the date the L50 is Due, the date the L50 was received, whether the sponsor has had no financial activity or has submitted an L50S (Status), if an activity block has been mandated by the Standards Board(L50 Block), the sponsor contact person, the Staff Liaison.


myProject™ >> L50 Main Page >> L50S Received As Of Today
L50 DUE DATE: 03/30/2011

Sponsor ▲	Date L50/BI Sent	Date L50/BI Due	Date L50/BI Received	Status	L50 Block	Contact for L50/BI	Staff Liaison	Actions
AES/UWBRC	03-Jan-2011	30-Mar-2011	13-Jan-2011	No Bank Account		Arnold Greenspan	Soo H Kim	edit, delete
APS/A	03-Jan-2011	30-Mar-2011	10-Jan-2011	No Bank Account		Michael Francis	Soo H Kim	edit, delete
EMC/SDCom	03-Jan-2011	30-Mar-2011	04-Jan-2011	No Bank Account		Edward Hare	William A Ash	edit, delete
PE/PSC	03-Jan-2011	30-Mar-2011	12-Jan-2011	No Bank Account		Percy Pool	Matthew Ceglia	edit, delete

To view all non-responders:

1. From the myProject™ home screen, select "**L50 Main Page**".
2. Click "**L50S Non Responder List**".
3. Select a date from the "**L50 DUE DATE**" drop-down box to see the L50 responses for that due date. The most current will be displayed by default.
4. On this screen, you will see the date the initial notification was sent out (Date L50/BI Sent), the date the L50 is Due, the date the L50 was received, (Status), (L50 Block), Contact, Staff Liaison.

4.11 *Editing L50S Status Information*

L50S submission status does not automatically show up in myProject™. This information must be entered manually by SA financial staff.

Applicable Users:

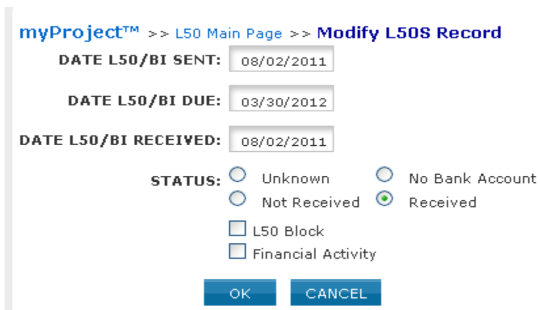
- Financial Staff

Notes:

- Editing should only be done by SA financial staff.

Instructions:

1. From the myProject™ home screen, select "**L50 Main Page**".
2. Click "**L50S Received As Of Today**" or "L50S **Non responder List**" (the sponsor will be in one of the two areas depending on the "status")
3. Select a date from the "**L50 DUE DATE**" drop-down box to see the L50 responses for that due date. The most current will be displayed by default.
4. Click "**edit**" next to the Sponsor status you would like to edit.
5. On the next screen, you can change the date the L50 was received, change the status, L50 Block, Financial Activity.



6. Click OK to save the changes. If the status was changed from "Unknown" or "Not Received" to "Received" or "No Bank Account", the sponsor will move from the "L50S Received As Of Today" list, to the "L50S Responder List".

4.12 *Blocking Activity*

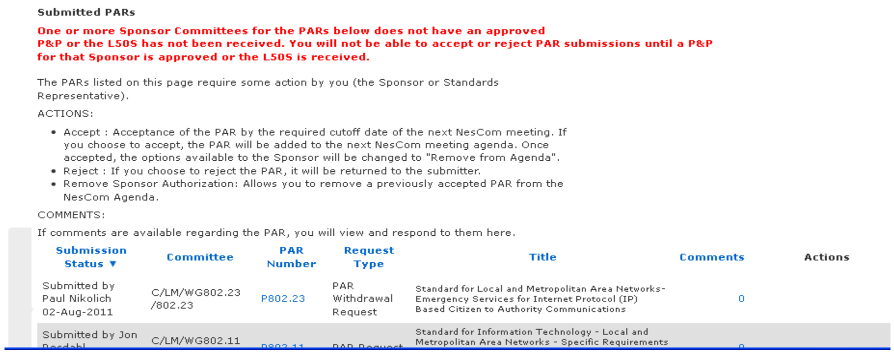
If a Sponsor fails to submit an L50S or P&P, it may be necessary for a "Process Block" to be placed on them. Blocking a sponsor's activity prevents them from accepting PARs, and therefore having them moved to the final NesCom agenda.

Applicable Users:

- Financial Staff, AudCom Administrator

Notes:

- When a block has been placed, Sponsor Chairs/Standards Representatives will receive error messages when trying to initiate ballots and will see the following message in their "Manage My PARs" Screen.



Instructions:

L50 Block (Financial Staff):

1. From the myProject™ home screen, select "**L50 Main Page**".
2. Click "**L50S Non responder List**"
3. Click "**edit**" next to the Sponsor status you would like to edit.
4. Check the "**L50 Block**" box.
5. Click "**OK**" to save the changes.

P&P Block (AudCom Administrator):

1. From the myProject™ home screen, select "**AudCom Member Area**".
2. Click "**Manage Sponsor P&Ps**".
3. Click "**Show All**" to view all sponsor P&Ps.
4. Check the "**Process Block**" box next to the Sponsor you would like to block.
5. Click "**OK**" to save your changes.

4.13 *Assign/Change Sponsor Officers*

The Sponsor chair has the ability to assign a standards representative, secretary, vice-chair(s), co-chair and treasurer.

Applicable Users:

- Sponsor Chair, Standard Representative *(Only Sponsor Chair will have access to change Standard Representative)*

Notes:

- The Standard Representative will have the same access in myProject™ as the sponsor chair. Other officers will not be given special access.
- The person you are about to assign this role must sign up as an interested party in the activity area first and be an IEEE and IEEE-SA member.
- For instructions on joining activities, see **Sec 3.1**
- The individual's username is needed to assign them an officer position.

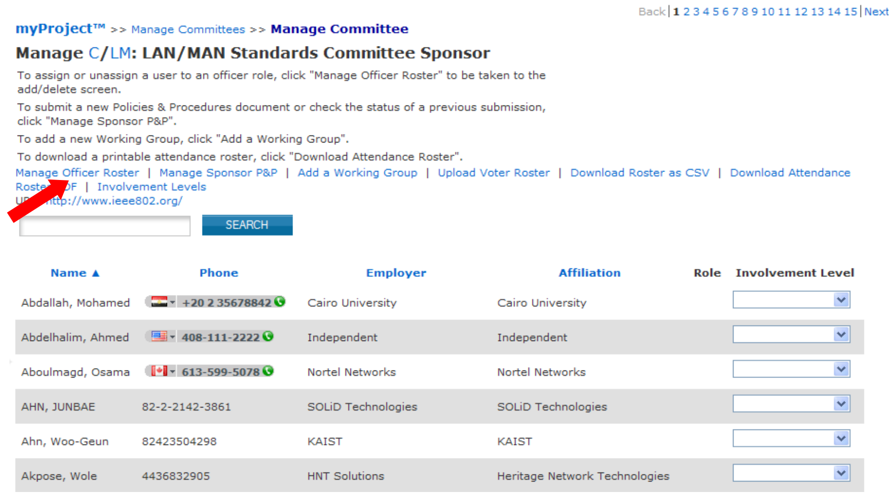
Instructions:

1. On the **myProject**™ Home Screen, select "**manage committees**".
2. Under the "**Sponsor Committees**" section click "**manage**" under the "**Actions**" column.

myProject™ >> **Manage Committees**

Name	Designator	Contact	Liaison	Roster	Actions
Sponsor Committees					
LAN/MAN Standards Committee	C/LM	Paul Nikolich	Michael Kipness	594	manage
Working Group Committees					
A new working group	C/LM/new group	David Law	Michael Kipness	2	manage
Higher Layer LAN Protocols Working Group	C/LM/WG802.1	Anthony Jeffree	Kathryn Bennett	668	manage
Logical Link Working Group	C/LM/WG802.2	Paul Nikolich	Michael Kipness	60	manage

3. Click "**Manage Officer Roster**"



4. Enter the myProject™ usernames of any individuals you would like to assign roles and click "**OK**". You can also change or un-assign roles by changing or deleting the username that appears in the box.
5. The next screen will confirm the changes you are making. Click "**OK**" to save the changes.

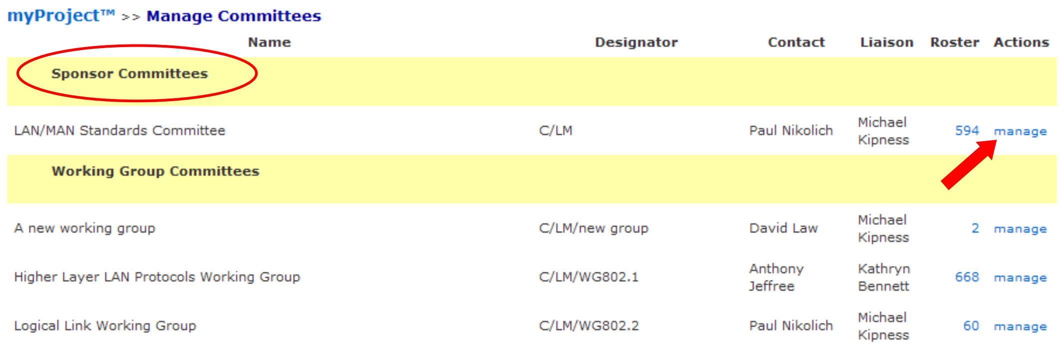
4.14 *Add a Working Group*

Applicable Users:

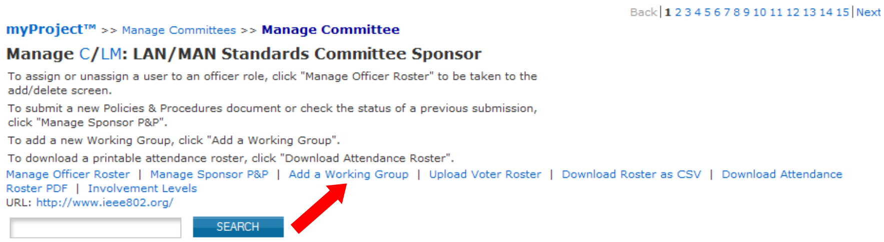
- Sponsor Chair, Standard Representative

Instructions:

1. On the **myProject**™ Home Screen, select "**Manage Committees**".
2. Under the "**Sponsor Committees**" section click "**manage**" under the "**Actions**" column.



3. On the next screen select "**Add a Working Group**".



4. Enter the working group information.
    - **Name** - Enter the full name of the working group. e.g. "Implementing Technology to Limit Climate Change".
    - **Short name** - (This is 23 characters or less. The short name shows up in the tree and should be consistent within the sponsor and working group, e.g., CCWG (will appear as PE/ED&PG/CCWG).
    - **Website** – Enter the URL if the Working Group has a website (optional**).**
5. Select "**OK**"

4.15 *Assign/Change Working Group Officers*

The Sponsor Chair and Standard Representative have the ability to assign officers for any of their Working Groups. Once a WG (Working Group) chair is assigned, he/she has the ability to manage the WG actions in myProject, including: manage committee, assign WG Officers, manage the WG Voting Member roster, initiate ballot invitations, start sponsor ballots, and more. A working group can manage more than one PAR/project. The working group chair may solicit help from the WG to manage the Sponsor ballots for the PARs. The person assigned to manage a Sponsor ballot for a specific PAR is called the Sponsor Ballot Designee. If a sponsor ballot designee is not assigned the responsibility falls on the WG chair.

Applicable Users:

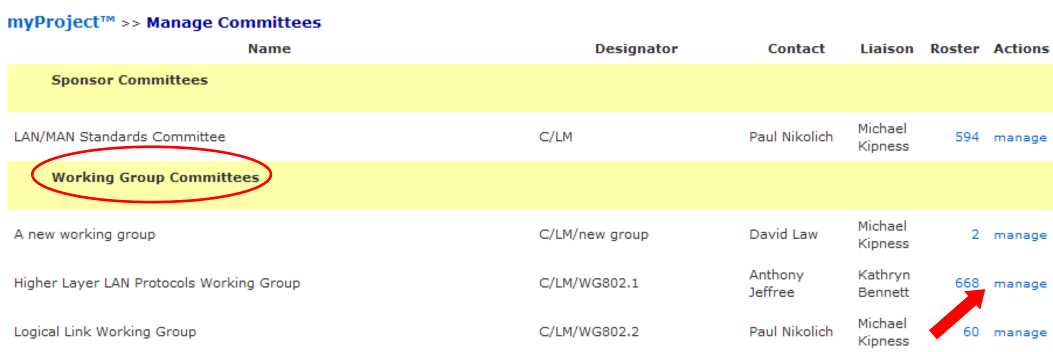
- Sponsor Chair, Standard Representative, Working Group Chair
- *Only Sponsor Chair/Standard Representative can assign Working Group Chair*

Notes:

- The person you are about to assign this role must sign up in this activity area first and be an IEEE and IEEE-SA member.
- Officers of working groups developing under the entity method must be representatives of Advanced Entity Members.
- For instructions on joining activities, see **Sec 3.1**
- The individual's username is needed to assign them an officer position.

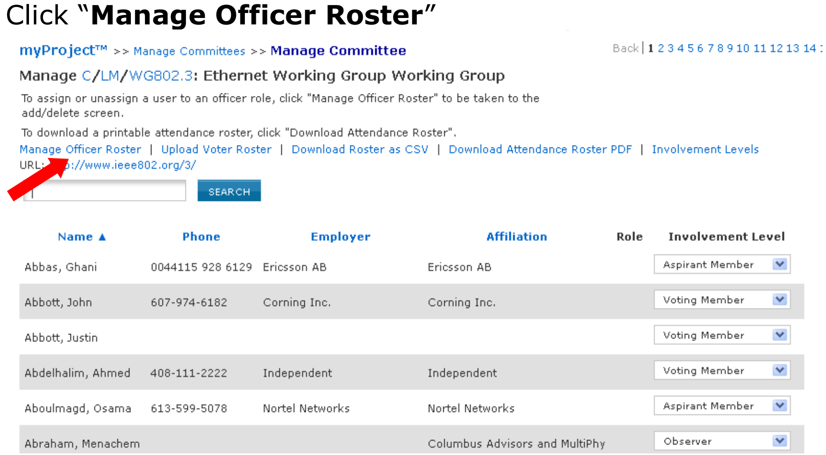
Instructions:

1. On the **myProject**™ Home Screen, select "**Manage Committees**".
2. Under the "**Sponsor Committees**" section click "**manage**" under the "**Actions**" column.


myProject™ >> Manage Committees

Name	Designator	Contact	Liaison	Roster	Actions
Sponsor Committees					
LAN/MAN Standards Committee	C/LM	Paul Nikolich	Michael Kipness	594	manage
Working Group Committees					
A new working group	C/LM/new group	David Law	Michael Kipness	2	manage
Higher Layer LAN Protocols Working Group	C/LM/WG802.1	Anthony Jeffree	Kathryn Bennett	668	manage
Logical Link Working Group	C/LM/WG802.2	Paul Nikolich	Michael Kipness	60	manage

3. Click “**Manage Officer Roster**”



4. Enter the myProject™ usernames of any individuals you would like to assign roles and click “**OK**”. You can also change or un-assign roles by changing or deleting the username that appears in the box.
5. The next screen will confirm the changes you are making. Click “**OK**” to save the changes.

4.16 *Accept an Assigned Role*

Applicable Users:

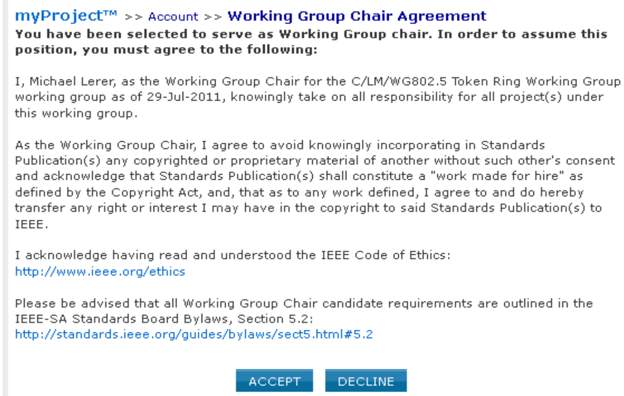
- Working Group Chair

Notes:

- Do this to accept the role of working group chair.
- For other officer roles, individuals will just receive a notification that they have been added as an officer.
- The chair will not be able to use myProject™ until he/she accepts or declines the role.

Instructions:

1. Login to **myProject**™
2. You will be prompted with a message informing you that you have been selected to serve as (*role title*) along with an agreement for acceptance.



myProject™ >> Account >> **Working Group Chair Agreement**

You have been selected to serve as Working Group chair. In order to assume this position, you must agree to the following:

I, Michael Lerer, as the Working Group Chair for the C/LM/WG802.5 Token Ring Working Group working group as of 29-Jul-2011, knowingly take on all responsibility for all project(s) under this working group.

As the Working Group Chair, I agree to avoid knowingly incorporating in Standards Publication(s) any copyrighted or proprietary material of another without such other's consent and acknowledge that Standards Publication(s) shall constitute a "work made for hire" as defined by the Copyright Act, and, that as to any work defined, I agree to and do hereby transfer any right or interest I may have in the copyright to said Standards Publication(s) to IEEE.

I acknowledge having read and understood the IEEE Code of Ethics:
http://www.ieee.org/ethics

Please be advised that all Working Group Chair candidate requirements are outlined in the IEEE-SA Standards Board Bylaws, Section 5.2:
http://standards.ieee.org/guides/bylaws/sect5.html#5.2

ACCEPT DECLINE

3. Select "**Accept**" to accept the role.

4.17 *Select Involvement Levels*

These are the involvement levels available to Working Groups:

- **Voting Member** = a voting member
- **Non Voting Member** = a member without voting rights
- **Observer** = someone who attends meeting or gets notices but does not participate
- **Aspirant Member**, **Nearly Member**, **Potential Member** = anything the group would like them to mean

Since not all Working Groups use all of these involvement levels, groups have the ability to select the ones they would like to use in myProject™ and Mentor.

Notes:

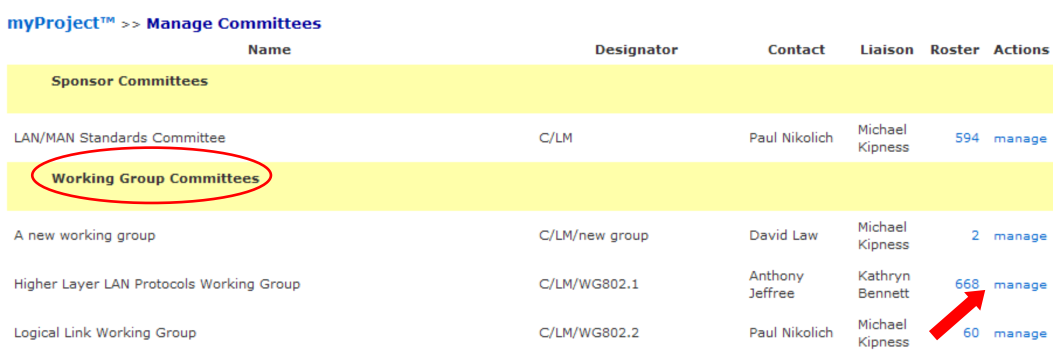
- The "Observer" involvement level may not be removed
- The "Interested" involvement level is also not optional, as it represents a user who has not been assigned an involvement level.

Applicable Users:

- Sponsor Chair, Standard Representative, Working Group Officers

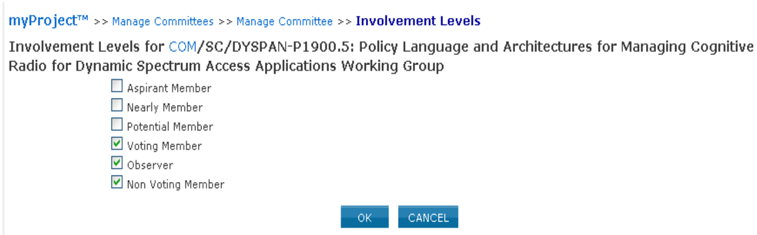
Instructions:

1. On the **myProject**™ Home Screen, select "**manage committees**".
2. Under the "**Working Group Committees**" section click "**manage**" under the "**Actions**" column.



3. Click "**Involvement Levels**".

4. Click the boxes to place a check next to the levels you would like to use.



5. Click “**OK**” to save your selection.

4.18 *Assign Involvement Level in a Working Group*

Working Group Officers have the ability to define the involvement level of those who have enrolled in a committee using myProject™. Involvement levels are used to allow write access to the group's Mentor area.

Applicable Users:

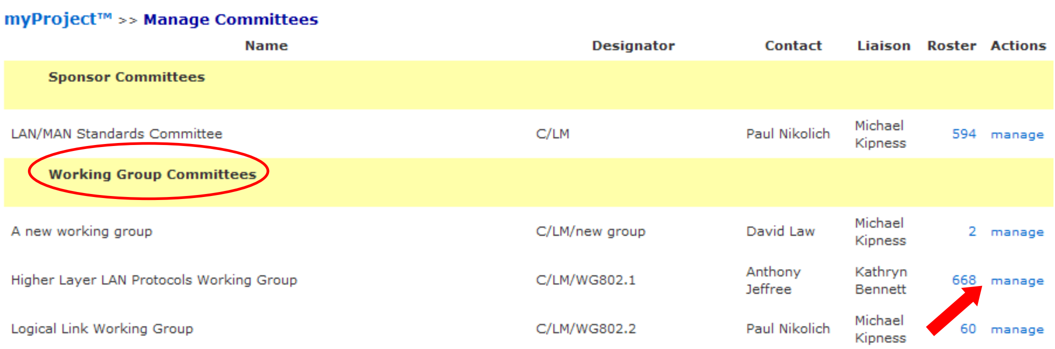
- Sponsor Chair, Standard Representative, Working Group Officers

Notes:

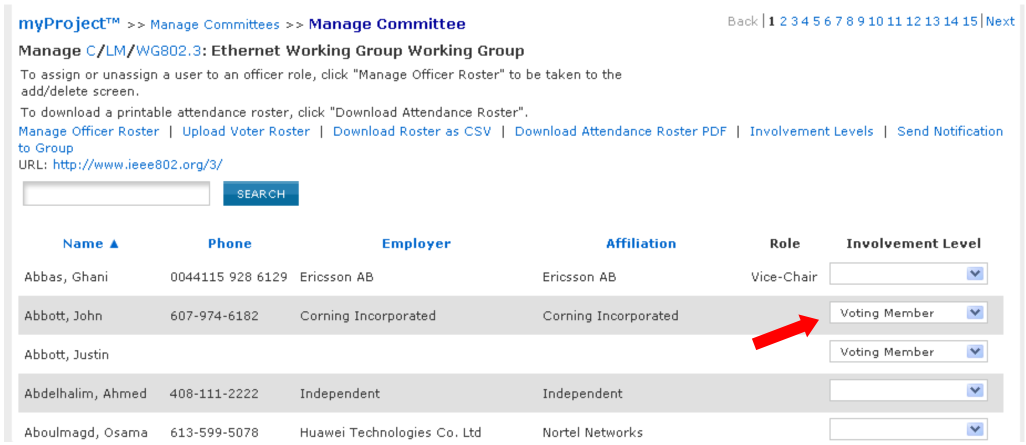
- The involvement level set for a person in myProject™ will determine the type of access that person has to the Working Group area in Mentor.
    - See Mentor documentation for more information on how involvement levels affect access. https://mentor.ieee.org/etools_documentation/dcn/11/etools_documentation-11-0017-MENT-mentor-user-guide.pdf

Instructions:

1. On the **myProject**™ Home Screen, select "**manage committees**".
2. Under the "**Working Group Committees**" section click "**manage**" under the "**Actions**" column.



3. Under the "**Involvement Level**" column, select the appropriate involvement level for each person from the drop-down box next to his/her name.



4. Click "**UPDATE**" to apply any changes.

4.19 *Assign/Change Sponsor Ballot Designee and Other Project Officers*

A Working Group can manage more than one PAR/project. The Working Group Chair may solicit help from the working group to manage the Sponsor ballots for the PARs. The person assigned to manage a Sponsor ballot for a specific PAR is called the Sponsor Ballot Designee. The Working Group Chair may also assign individuals to assist with other phases of the project. If a designee is not assigned, the responsibility falls on the working group chair. Designees will be granted access in myProject™ to facilitate their specific function.

Project officers are:
Sponsor Ballot Designee/Alternate Ballot Designee – This individual may act on behalf of the Sponsor Chair and Working Group Chair to manage ballot activity for a specific project.
NesCom Designee – This individual has the ability to submit changes to existing PARs on behalf of the Working Group Chair.
RevCom Designee – This individual has the ability to submit material to RevCom on behalf of the Working Group Char.
Coordination Designee – This individual has the ability to manage coordination (MEC, SCC14, etc.) on behalf of the Working Group Char.

Applicable Users:

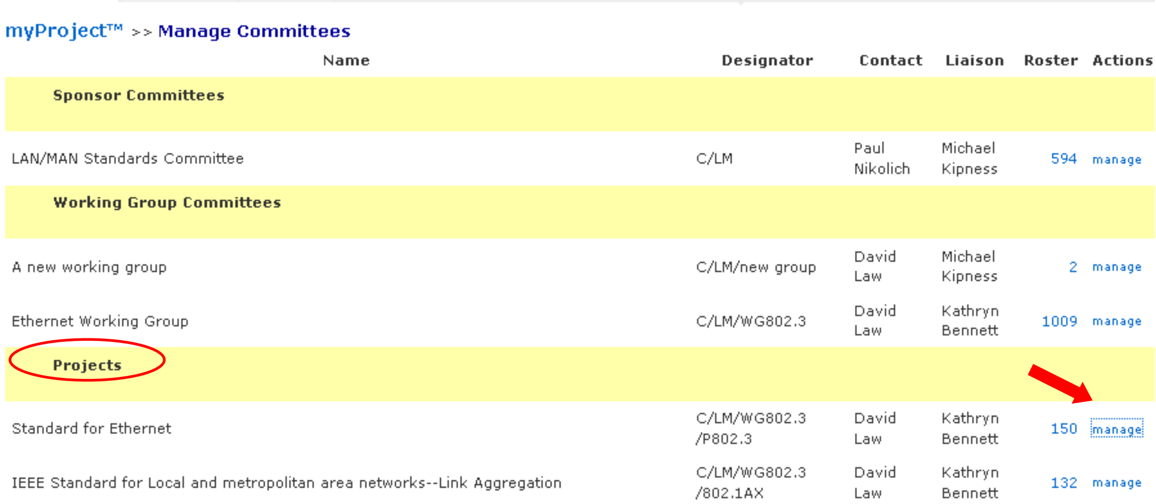
- Sponsor Chair, Standard Representative, Working Group Officers

Notes:

- The person you are about to assign this role must sign up in this activity area first and be an IEEE and IEEE-SA member.
- For instructions on joining activities, see **Sec 3.1**
- The individual's username is needed to assign them an officer position.
- The Designees for an entity project must be representatives of Advanced Entity Members.

Instructions:

1. On the **myProject**™ Home Screen, select "**Manage Committees**".
2. Under the "**Projects**" section click "**manage**" under the "**Actions**" column.



myProject™ >> Manage Committees

Name	Designator	Contact	Liaison	Roster	Actions
Sponsor Committees					
LAN/MAN Standards Committee	C/LM	Paul Nikolich	Michael Kipness	594	manage
Working Group Committees					
A new working group	C/LM/new group	David Law	Michael Kipness	2	manage
Ethernet Working Group	C/LM/WG802.3	David Law	Kathryn Bennett	1009	manage
Projects					
Standard for Ethernet	C/LM/WG802.3 /P802.3	David Law	Kathryn Bennett	150	manage
IEEE Standard for Local and metropolitan area networks--Link Aggregation	C/LM/WG802.3 /802.1AX	David Law	Kathryn Bennett	132	manage

3. Click “**Manage Officer Roster**”.

4. Enter the myProject™ usernames of any individuals you would like to assign roles and click “**OK**”. You can also change or un-assign roles by changing or deleting the username that appears in the box.
5. The next screen will confirm the changes you are making. Click “**OK**” to save the changes.

4.20 *View Authorized Ballot Designees*

This feature shows a list of all Ballot Designees and Alternate ballot Designees. Users may be listed multiple times if they are a designee for multiple projects.

Applicable Users:

- General Staff

Instructions:

1. On the **myProject**™ Home Screen click the "**Balloting**" tab.
2. Click "**View Authorized Ballot Designees**".
3. Click on a column to sort by that field, or click on a name to see details and all roles for that individual. Users with multiple designations will be listed multiple times.

Staff Ballot Control Panel >> View Authorized Ballot Designees

Back | 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 | Next

Name ▲	Username	Project	Phone	Designee Type
Aggarwal, S	Aggarwal	PE/NPE/SC2.1_WG/62582-1	301-424-8111	Sponsor Ballot Designee
Aggarwal, S	Aggarwal	PE/NPE/SC2.1_WG/62582-2	301-424-8111	Sponsor Ballot Designee
Aggarwal, S	Aggarwal	PE/NPE/SC2.1_WG/62582-4	301-424-8111	Sponsor Ballot Designee
Aho, David	David_Aho	PE/TR/Dist-WGC57.12.36/C57.12.36	262.835.1506	Sponsor Ballot Designee
Aiello, Robert	RAIELLO	C/S2ESC/982.1	9083553998	Sponsor Ballot Designee
Alderton, Thomas	talderton	PE/PSC/SC5-WG/1138	850-863-8969	Sponsor Ballot Designee

4.21 *Send Sponsor Message*

This feature can be used to send a message to a Sponsor Committee Chair or Working Group Chair.

Applicable Users:

- All myProject™ Users

Instructions:

1. On the **myProject**™ Home Screen click “**Send Sponsor Message**”.
    a. You can also access this feature from the “Manage Committee” screen. See **4.18Assign Involvement Level in a Working Group** for more information on accessing this screen
2. Select the chair you would like to send a message to.

3. Add additional email addresses in the “**CC**” box to send copies of the message.
4. Enter a subject and message text.
5. Click “**OK**” to send your message.

4.22 *Send a Notification to Group*

MyProject™ will automatically send notifications to all users who have expressed interest in a group for specific activities, e.g. ballot invitations. "Send Notification to Group" allows officers and staff to send additional notifications to interested users.

Applicable Users:

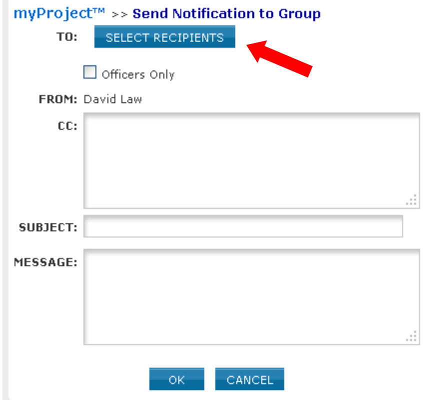
- Sponsor Chair, Standard Representative, Working Group Officers

Notes:

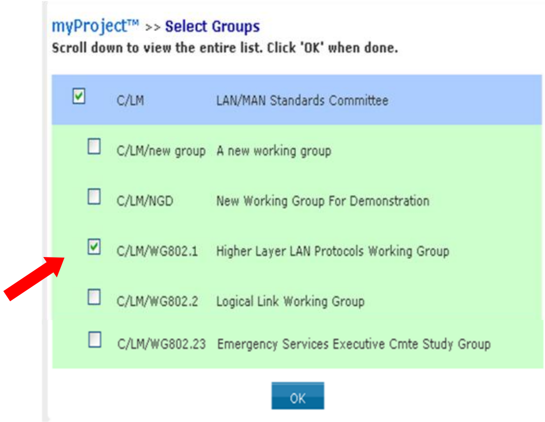
- Anyone who registers as interested in the group in the "Manage Activity" area will receive messages sent to that group. Notifications are not tied to access levels or IEEE-SA membership.
- Sponsor and Working Group level interests are treated separately, therefore: Users interested at the sponsor level will not receive notifications sent to related Working Groups only. Users interested at the Working Group level will not receive notifications sent to the related sponsors only.

Instructions:

1. On the **myProject**™ Home Screen, select "**Send Notification to Group**".
2. Click "**SELECT RECIPIENTS**" to select the groups you would like to send the notification to.



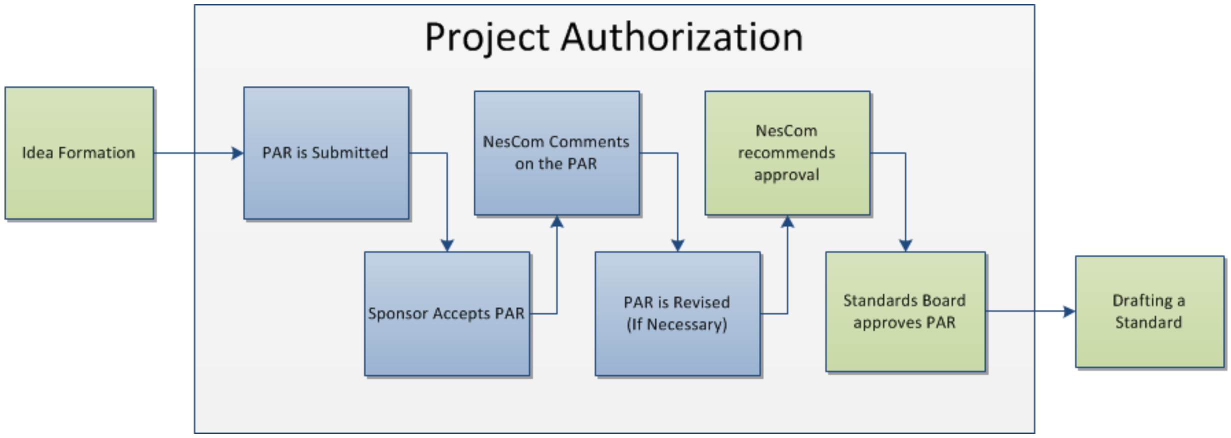
3. Click the boxes to place a check next to all of the groups you would like to send the notification to and click "**OK**".



4. Check the "**Officers Only**" box if you would like the message only sent to officers.
5. Enter additional email addresses you would like the notification sent to in the "**CC**" field, separated by commas.
6. Type your subject and message and click "**OK**" to send the notification.

5 The PAR Submission and Approval Process

In order to start work on a new standard, a PAR (Project Authorization Request) must be submitted. Work cannot start on a standard until the PAR is reviewed by NesCom (New Standards Committee) and approved by the Standards Board.



Relevant sections of the myProject™ user guide:

- PAR is Submitted - **5.1 Submit a PAR for a New IEEE Standard, 5.3 Submit a PAR for a Revision, Corrigendum, or Amendment, 5.4Modify an Approved PAR , 5.6 Withdraw an Approved PAR**
- Sponsor Accepts PAR - **5.7 Accept or Reject a PAR**
- NesCom Comments on the PAR **-5.11 Commenting and voting on a PAR, 5.13 Respond to NesCom Comments About a PAR**

5.1 *Submit a PAR for a New IEEE Standard*

This form is for submitting a PAR related to a completely new standard. The project can be worked on by an existing Working Group, or a new one can be requested. You must have approval of a sponsor committee, however, for your PAR to be considered.

Applicable Users:

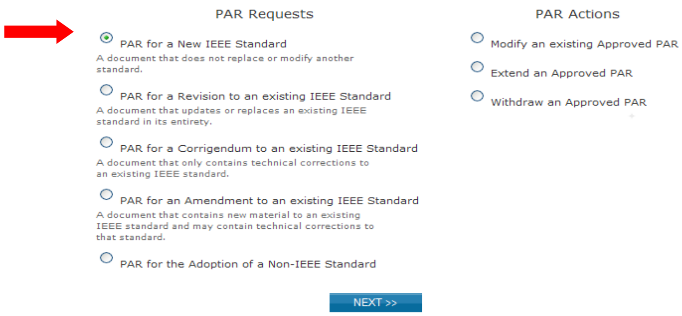
- IEEE-SA Members

Notes:

- The Sponsor must have an approved P&P (policy and procedures) before it can submit a PAR.
- If the Sponsor's P&P is expired, the P&P must be reapproved before submitting a PAR. (For more information on uploading Sponsor P&Ps, see **Sec 4.4 Upload & Manage Sponsor P&Ps**.)

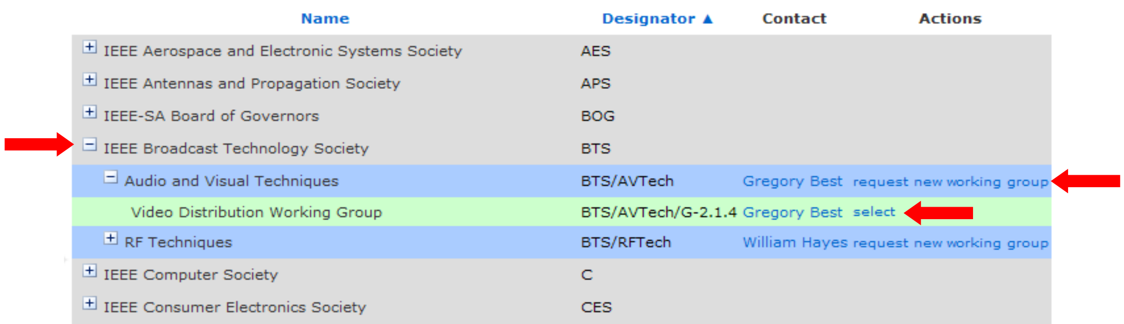
Instructions:

1. On the **myProject**™ Home Screen, select "Submit a PAR".
2. Select "**PAR for a New Standard**" under "PAR Requests" then click "**NEXT**".

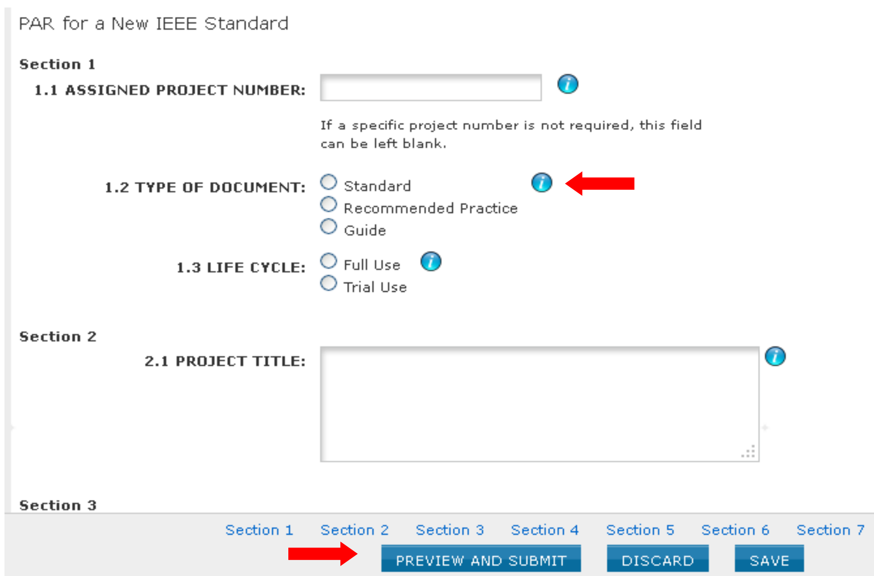


3. Select the appropriate working group by using the "**+**" to expand the Society/Sponsor Committee. (*This is the group that is responsible for supporting the work. By selecting the appropriate group, the Sponsor Chair and Working Group Chair are notified of the PAR submittal. The Sponsor Chair will need to accept the PAR in order for NesCom to approve it.*)

   - If the PAR is for a new working group that you need to create:
     - Select "**Request New Working Group**" next to the appropriate sponsor/committee.
     - When Prompted, enter the full name of the working group, e.g., "Implementing Technology To Limit Climate Change" and a short name, e.g., CCWG (will appear on PAR as PE/ED&PG/CCWG), then click **"NEXT**"
     - Review the information displayed and click "**NEXT**"
     - The sponsor chair will be notified of the new group and will need to approve it and assign a working group chair
   - If the PAR is for an existing working group:
     - Find the working group in the green area and click "**Select**"
     - Review the information displayed then click "**NEXT**"
     - If the any Working Group information is incorrect or blank, contact the Sponsor Chair. This information must be corrected before submitting a PAR.



4. Complete the PAR form. Instructions on filling out the form will be displayed by moving your cursor over the "*i*" buttons.



5. When complete, click "**Preview And Submit**"
6. Review the PAR and click "**Submit to NesCom Administrator**"
7. The PAR will now be added to the next NesCom agenda and notifications will be sent to the Working Group Chair, Sponsor Chair, Staff Liaison, and NesCom Administrator)
   - **NOTE**: Once you approve and submit the information, changes may only be made through the NesCom Administrator.

5.2 *Saving, Editing, Sharing and Deleting a Draft PAR*

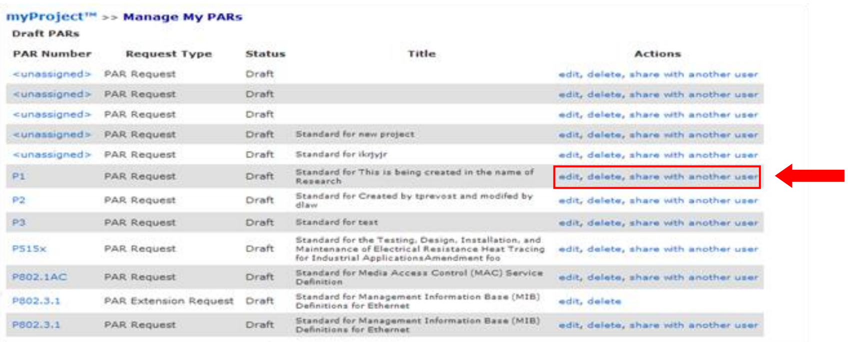
You can save a PAR at any time as a draft and return to it later, share it, or delete it.

Applicable Users:

- IEEE-SA Members

Instructions:

1. Click "**SAVE**" on any PAR form.
2. When you are ready to resume, go to the myProject™ Home page and select "**Manage My PARs**"
3. To return to the PAR, locate the PAR in the list and click "**edit**", then continue editing the PAR.



myProject™ >> Manage My PARs

Draft PARs

PAR Number	Request Type	Status	Title	Actions
<unassigned>	PAR Request	Draft		edit, delete, share with another user
<unassigned>	PAR Request	Draft		edit, delete, share with another user
<unassigned>	PAR Request	Draft		edit, delete, share with another user
<unassigned>	PAR Request	Draft	Standard for new project	edit, delete, share with another user
<unassigned>	PAR Request	Draft	Standard for ikrjyjr	edit, delete, share with another user
P1	PAR Request	Draft	Standard for This is being created in the name of Research	edit, delete, share with another user
P2	PAR Request	Draft	Standard for Created by tprevost and modifed by dlaw	edit, delete, share with another user
P3	PAR Request	Draft	Standard for test	edit, delete, share with another user
P515x	PAR Request	Draft	Standard for the Testing, Design, Installation, and Maintenance of Electrical Resistance Heat Tracing for Industrial ApplicationsAmendment foo	edit, delete, share with another user
P802.1AC	PAR Request	Draft	Standard for Media Access Control (MAC) Service Definition	edit, delete, share with another user
P802.3.1	PAR Extension Request	Draft	Standard for Management Information Base (MIB) Definitions for Ethernet	edit, delete
P802.3.1	PAR Request	Draft	Standard for Management Information Base (MIB) Definitions for Ethernet	edit, delete, share with another user

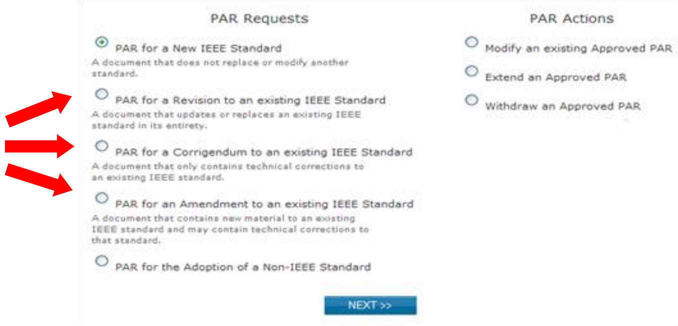
4. To share the PAR with another user, click "**share with another user**" (*This person will have the ability to view, edit, submit and delete the PAR*)
5. Enter the email address or username of the person with whom you would like to share the PAR and click "**OK**" (*The email address must be associated with an IEEE Web Account*)
6. To permanently delete a draft PAR, click "**delete**"

5.3 *Submit a PAR for a Revision, Corrigendum, or Amendment*

These forms are similar PARs for a new standard but are for PARs to change existing IEEE standards. Revisions are documents that replace the current standard, corrigenda add technical corrections, and amendments are other additions or corrections to the standard.

Applicable Users:
- IEEE-SA Members

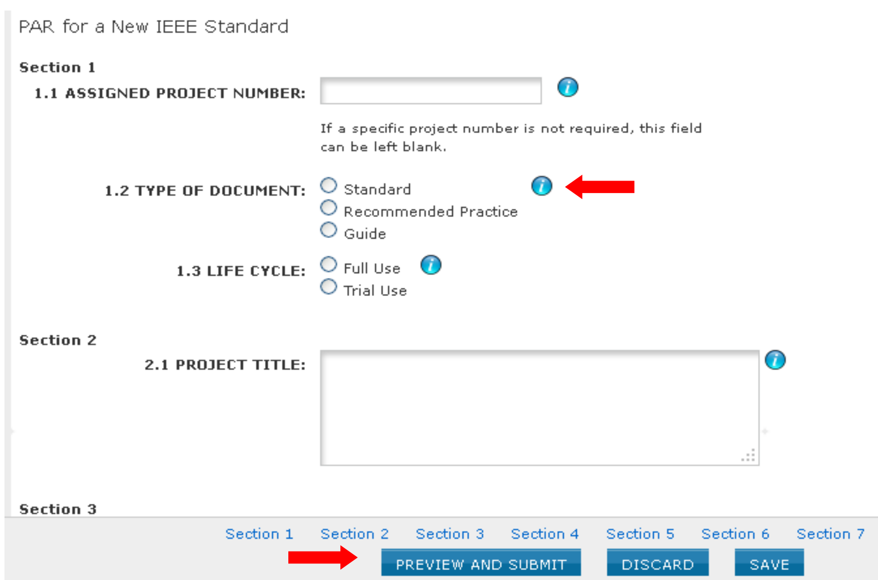
Instructions:
1. On the **myProject**™ Home Screen, select "**Submit a PAR**".
2. Select "**PAR for a Revision…**", "**PAR for a Corrigendum…**" or "**PAR for an Amendment…**" under "PAR Requests", then click "**NEXT**".



3. Enter the standard number in the box and click "**SEARCH**".
4. Click "**select**" next to the standard you want to revise, amend, etc.

5. You will be presented with a confirmation page to review the contact information.
   - If the any Working Group information is incorrect or blank, contact the Sponsor Chair. This information must be corrected before submitting a PAR.
   - If you want to assign the PAR to a different working group:
     - Click "**Reassign the Working Group**".
     - Enter the information for the new working group.
     - Click "**NEXT**".

6. Click "**NEXT**".
7. Review the information displayed on the subsequent page, some fields may be pre-filled with information from the standard.
8. Modify the information or fill in fields as needed. Make sure to include the reasons for the revision, amendment or corrigendum.
   - You can save your PAR at any time and return to it later. For more detailed instructions, see sec. 5.2.
9. Instructions on filling out the form will be displayed by moving your cursor over the "*i*" buttons.



10. When complete, click "**Preview And Submit**"
11. Review the PAR and click "**Submit to NesCom Administrator**"
12. The PAR will now be added to the next NesCom agenda and notifications will be sent to the Working Group Chair, Sponsor Chair, Staff Liaison, and NesCom Administrator)
    - **NOTE**: Once you approve and submit the information, changes may only be made through the NesCom Administrator.

5.4 *Modify an Approved PAR*

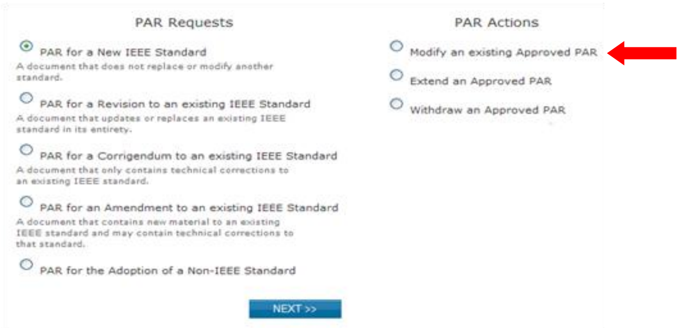
If the scope, purpose, or other elements of the draft standard change in any way, the PAR must be modified and approved.

Applicable Users:

- IEEE-SA Members

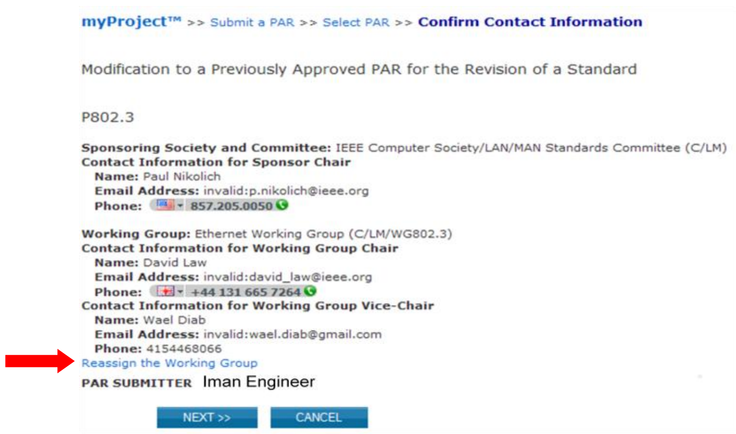
Instructions:

1. On the **myProject**™ Home page, select "**Submit a PAR**".
2. Select "**Modify an existing Approved PAR**" and click "**NEXT**".



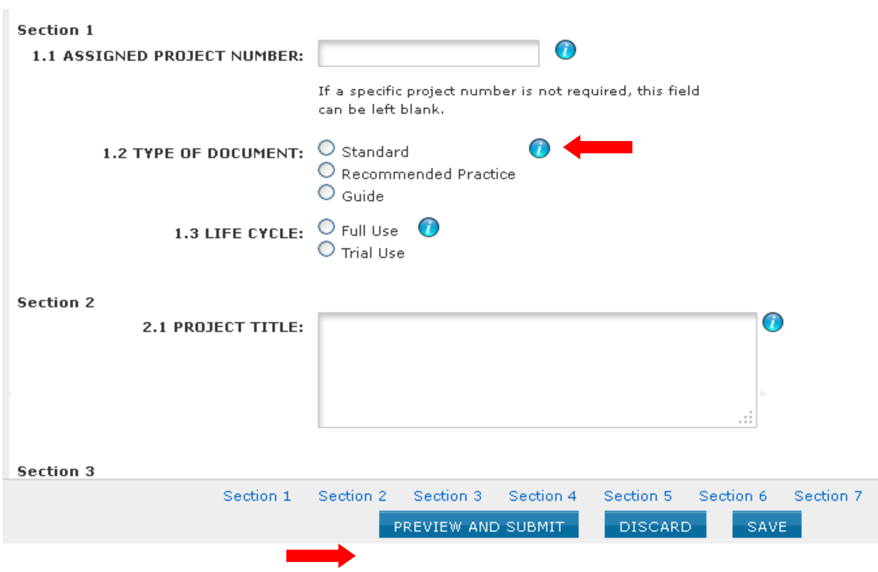
3. Enter the PAR number in the box and click "**SEARCH**".
4. Click "**select**" next to the PAR you want to modify.

5. You will be presented with a confirmation page to review the contact information.
    - If the any Working Group information is incorrect or blank, contact the Sponsor Chair. This information must be corrected before submitting a PAR.
    - If you want to assign the PAR to a different working group:
        - Click "**Reassign the Working Group**".
        - Enter the information for the new working group.
        - Click "**NEXT**".



6. Click "**NEXT**".
7. Review the information displayed on the subsequent page; some fields may be pre-filled with information from the existing PAR.
8. Modify the information or fill in fields as needed.
   - Be sure to list what is being modified and the reasons for the modifications.
   - You can save your PAR at any time and return to it later. For more detailed instructions, see sec. 5.2

10. Instructions on filling out the form will be displayed by moving your cursor over the "*i*" buttons.



13. When complete, click "**Preview And Submit**"
14. Review the PAR and click "**Submit to NesCom Administrator**"
15. The PAR will now be added to the next NesCom agenda and notifications will be sent to the Working Group Chair, Sponsor Chair, Staff Liaison, and NesCom Administrator)

NOTE: Once you approve and submit the information, changes may only be made through the NesCom Administrator.

5.5 *Extend an Existing PAR*

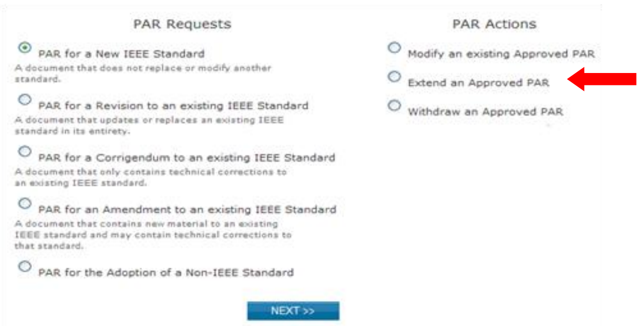
PARs are only valid for 4 years. If the working group needs more time to draft the standard, an extension must be filed and approved by NesCom before the PAR expires.

Applicable Users:

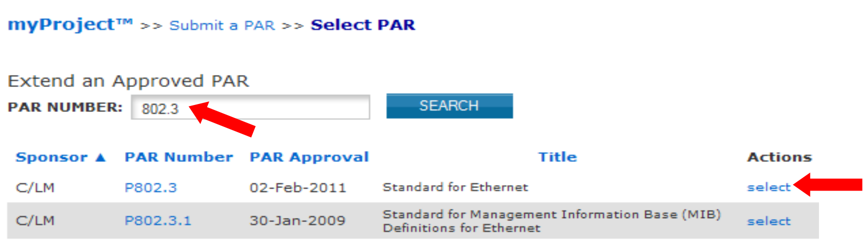
- IEEE-SA Members

Instructions:

1. On the **myProject**™ Home page, select "**Submit a PAR**".
2. Select "**Extend an Approved PAR**" and click "**NEXT**".



3. Enter the PAR number in the box and click "**SEARCH**".
4. Click "**select**" next to the PAR you want to extend.



5. You will be presented with a confirmation page to review the contact information.
   - If the any Working Group information is incorrect or blank, contact the Sponsor Chair. This information must be corrected before submitting a PAR.
   - If you want to assign the PAR to a different working group:
     - Click "**Reassign the Working Group**".
     - Enter the information for the new working group.
     - Click "**NEXT**".

6. Click "**NEXT**".
7. Select the number of years for the extension. Review the title, scope and purpose to ensure that they match the current draft.
8. Provide an explanation for the extension. (a description of what the working group has accomplished, what remains to be accomplished and the reasons why the work was unable to be completed in the allotted time frame)
9. Review the rest of the information displayed on the page and modify as needed.
    - You can save your PAR at any time and return to it later. For more detailed instructions, see **sec. 5.2**.
11. Instructions on filling out the form will be displayed by moving your cursor over the "*i*" buttons.

12. When complete, click "**Preview And Submit**"
13. Review the PAR and click "**Submit to NesCom Administrator**"
14. The PAR will now be added to the next NesCom agenda and notifications will be sent to the Working Group Chair, Sponsor Chair, Staff Liaison, and NesCom Administrator)

NOTE: Once you approve and submit the information, changes may only be made through the NesCom Administrator.

5.6 *Withdraw an Approved PAR*

This option is used if, for any reason, the working group decides to discontinue work on a project.

Applicable Users:

- IEEE-SA Members

Instructions:

1. On the **myProject**™ Home page, select "**Submit a PAR**".
2. Select "**Withdraw an Approved PAR**" and click "**NEXT**".
3. Enter the PAR number in the box and click "**SEARCH**".
4. Click "**select**" next to the PAR you want to withdraw.

5. Select a reason for the withdrawal from the drop-down menu and provide a more detailed explanation of the reason for withdrawal.
6. Click "**OK**" to submit the withdrawal request.
7. The PAR withdrawal will now be added to the next NesCom agenda and notifications will be sent to the Working Group Chair, Sponsor Chair, Staff Liaison, and NesCom Administrator.

5.7 *Accept or Reject a PAR*

After the PAR is submitted, it will tentatively be placed on the agenda for the next NesCom meeting. The PAR must be accepted, however, by the Sponsor Chair or Standard representative before the NesCom meeting. In the case of Joint sponsorship, only the primary Sponsor must accept the PAR. The joint sponsor, however, will receive all notifications and have access to NesCom comments and related dialogue.

Applicable Users:

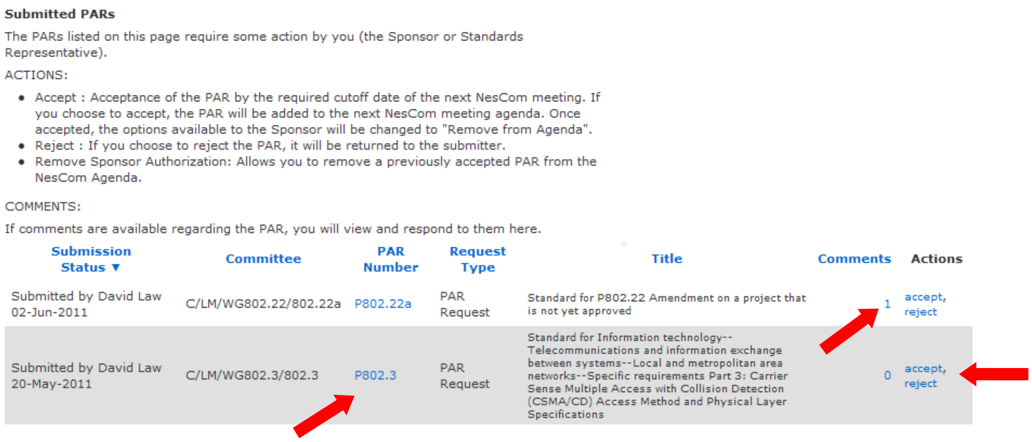
- Sponsor Chair, Standard Representative

Notes:

- The PAR will not be put onto the final NesCom agenda without sponsor approval. If the sponsor fails to approve the PAR, it will move to the following NesCom meeting agenda.
- If you require changes to the PAR before accepting, please contact the NesCom Administrator to make those changes. Rejecting the PAR may delay approval.

Instructions:

1. On the **myProject**™ Home page, select “**Manage My PARs**”.
2. Under the “**Submitted PARs**” section, click “**accept**” or “**reject**” next to the PAR to accept or reject that PAR.
3. You can also click on the PAR number to view the PAR as well as reading and making comments by clicking on the comments number.



Submitted PARs

The PARs listed on this page require some action by you (the Sponsor or Standards Representative).

ACTIONS:

- Accept : Acceptance of the PAR by the required cutoff date of the next NesCom meeting. If you choose to accept, the PAR will be added to the next NesCom meeting agenda. Once accepted, the options available to the Sponsor will be changed to "Remove from Agenda".
- Reject : If you choose to reject the PAR, it will be returned to the submitter.
- Remove Sponsor Authorization: Allows you to remove a previously accepted PAR from the NesCom Agenda.

COMMENTS:

If comments are available regarding the PAR, you will view and respond to them here.

Submission Status ▼	Committee	PAR Number	Request Type	Title	Comments	Actions
Submitted by David Law 02-Jun-2011	C/LM/WG802.22/802.22a	P802.22a	PAR Request	Standard for P802.22 Amendment on a project that is not yet approved	1	accept, reject
Submitted by David Law 20-May-2011	C/LM/WG802.3/802.3	P802.3	PAR Request	Standard for Information technology--Telecommunications and information exchange between systems--Local and metropolitan area networks--Specific requirements Part 3: Carrier Sense Multiple Access with Collision Detection (CSMA/CD) Access Method and Physical Layer Specifications	0	accept, reject

5.8 *Enter Nescom Dates*

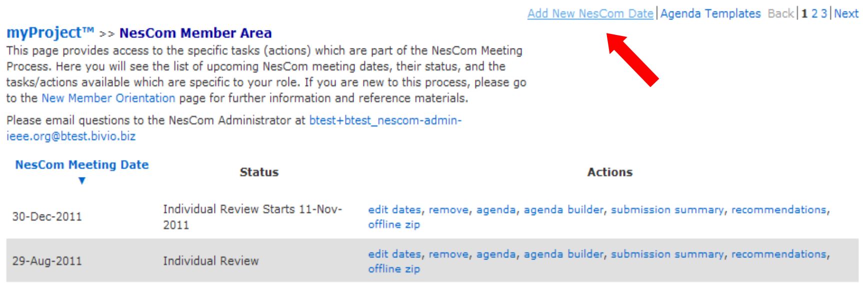
In order for PARs to be added to a NesCom agenda, the Nescom administrator must first add the meeting dates to myProject™ and create agendas for those meetings.

Applicable Users:

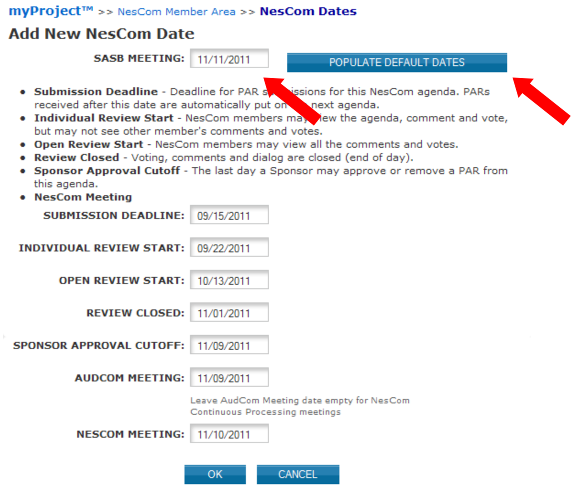
- NesCom Administrator

Instructions:

1. On the **myProject**™ Home Screen, select "**NesCom Member Area**".
2. From the Nescom Member Area, Click "**Add New NesCom Date**".



3. Enter the date of the SASB meeting.
4. Click "**Populate Default Dates**" to automatically generate dates for all of the fields.
5. You can now manually adjust any of the dates if necessary.



6. Click "**OK**" to add the NesCom date.

5.9 *Review PAR Draft/Add a PAR Number*

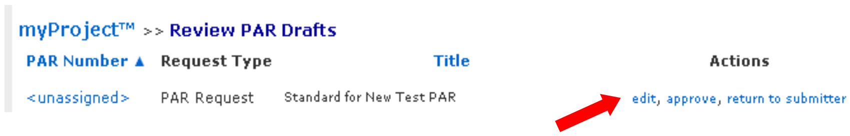
When a PAR is submitted without a number, the NesCom Administrator must enter a PAR number and approve the submission.

Applicable Users:

- NesCom Administrator

Use Instructions:

1. On the **myProject**™ Home Screen, select "**Review PAR Drafts**".
2. Click "**edit**" to review the PAR form.
3. Review the form, enter the PAR number, and submit the form.
4. Click "**approve**" to send the PAR to the Sponsor Chair for approval.



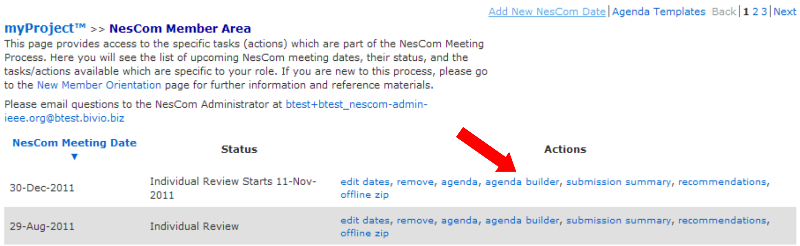
5.10 *Build and Manage a Nescom Agenda*

Applicable Users:

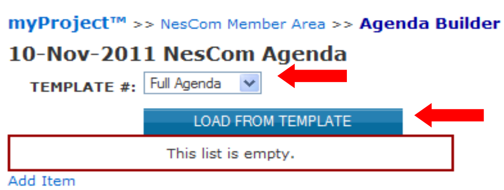
- NesCom Administrator

Use Instructions:

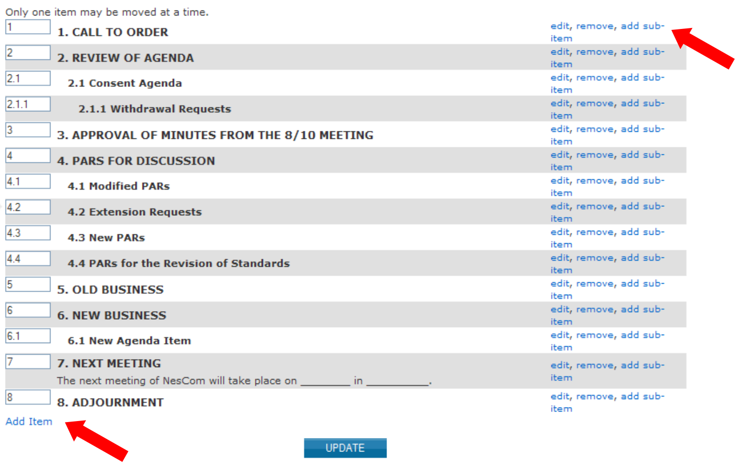
1. On the **myProject**™ Home Screen, select “**NesCom Member Area**”.
2. To create a meeting agenda, click on “**Agenda Builder**” next to the meeting you would like to edit.



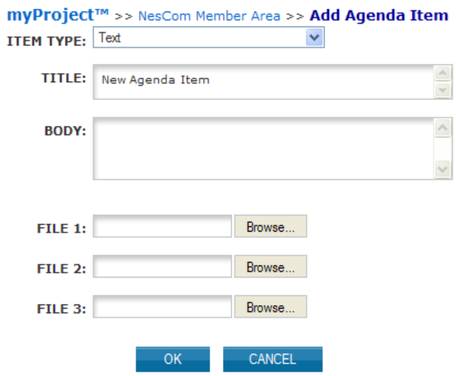
3. After a date is added, you will need to build a meeting agenda. PAR withdrawals, modified PARs, New PARs and extension requests will automatically be added to the next meeting agenda, but the agenda must be created first.
4. You can add items to the agenda individually, but it is recommended you start with a template and edit the agenda to your needs. To use a template, select one from the list and click “**Load From Template**”.



5. An agenda will automatically be created from the template.
6. To add additional agenda items, click “**add item**” or “**add sub-item**”.



7. Now you can select the item type (use "text" unless you need sub-items to be added automatically), add additional text and relevant files.



8. Click "**OK**" to add the item to the agenda.

5.11 *Commenting and voting on a PAR*

Once the PAR is submitted, there will be a review period where NesCom members can make comments and vote on the PAR.

Applicable Users:

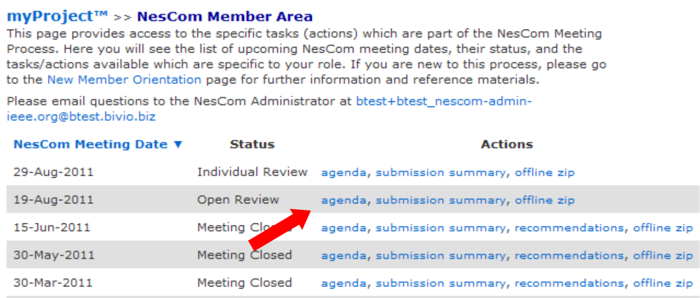
- NesCom Members

Notes:

- The NesCom Administrator must approve all comments before they are visible to the submitter.

Instructions:

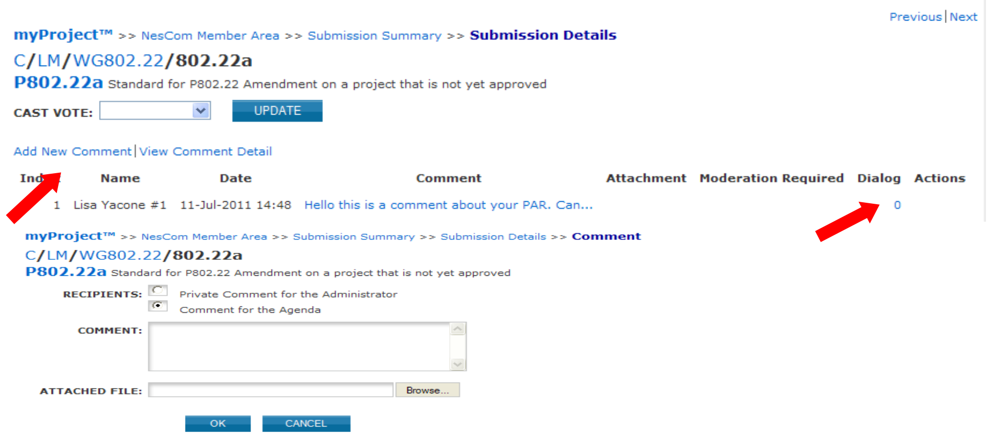
1. On the **myProject**™ Home Screen, select "**NesCom Member Area**".
2. Here you will see a list of past and upcoming meetings along with the meeting status and actions. To view the agenda and comment or vote on PARs, click "**agenda**" next to a meeting that is in individual or open review status.



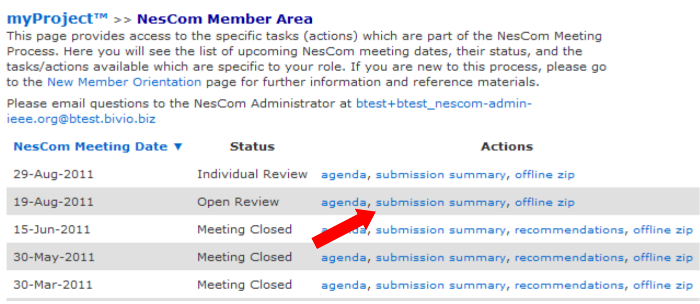
3. Now you will be able to view the meeting agenda. To view the PAR, click on the PAR number. To vote or add comments, click "**Comments/Vote**".

4. On the next screen, you will be able to cast a vote, add a new comment, or add to the dialog on an existing comment.
   a. To cast a vote, simply choose your vote from the dropdown menu. Your current vote will be displayed in the box. You can change your vote by selecting a different option.

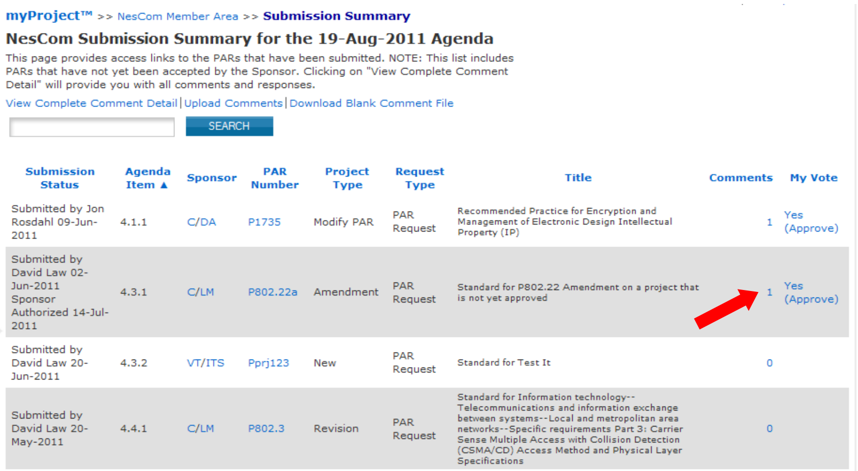
b. To add a new comment, click "**Add New Comment**", select the type of comment, add your comment text, add any supporting files and click "**OK**".
c. To add to an existing comment, click on the number next to that comment, add your text to the dialog and click "**add to dialog**".



5. From the NesCom Member area you can also access the submission summary screen by clicking on "**submission summary**".



6. This screen shows all of the PARs submitted for a particular meeting. From here you can access the comments/vote screen by clicking the number under "**comments**", and see the detail of votes cast by clicking on your vote under "**My Vote**".



myProject™ >> NesCom Member Area >> Submission Summary

NesCom Submission Summary for the 19-Aug-2011 Agenda

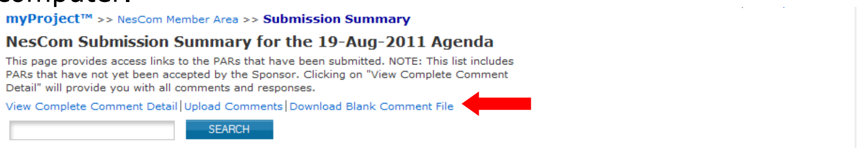
This page provides access links to the PARs that have been submitted. NOTE: This list includes PARs that have not yet been accepted by the Sponsor. Clicking on "View Complete Comment Detail" will provide you with all comments and responses.

View Complete Comment Detail | Upload Comments | Download Blank Comment File

SEARCH

Submission Status	Agenda Item ▲	Sponsor	PAR Number	Project Type	Request Type	Title	Comments	My Vote
Submitted by Jon Rosdahl 09-Jun-2011	4.1.1	C/DA	P1735	Modify PAR	PAR Request	Recommended Practice for Encryption and Management of Electronic Design Intellectual Property (IP)	1	Yes (Approve)
Submitted by David Law 02-Jun-2011 Sponsor Authorized 14-Jul-2011	4.3.1	C/LM	P802.22a	Amendment	PAR Request	Standard for P802.22 Amendment on a project that is not yet approved	1	Yes (Approve)
Submitted by David Law 20-Jun-2011	4.3.2	VT/ITS	Pprj123	New	PAR Request	Standard for Test It	0	
Submitted by David Law 20-May-2011	4.4.1	C/LM	P802.3	Revision	PAR Request	Standard for Information technology--Telecommunications and information exchange between systems--Local and metropolitan area networks--Specific requirements Part 3: Carrier Sense Multiple Access with Collision Detection (CSMA/CD) Access Method and Physical Layer Specifications	0	

7. Comments can be made offline and uploaded as a CSV file.
    a. Click "**Download Blank Comment File**" and save the file to your computer.



myProject™ >> NesCom Member Area >> Submission Summary

NesCom Submission Summary for the 19-Aug-2011 Agenda

This page provides access links to the PARs that have been submitted. NOTE: This list includes PARs that have not yet been accepted by the Sponsor. Clicking on "View Complete Comment Detail" will provide you with all comments and responses.

View Complete Comment Detail | Upload Comments | Download Blank Comment File

SEARCH

    b. Edit the CSV file using any spreadsheet editor, making sure to maintain the format, and save it on your computer.
    c. Click "**Upload Comments**"

myProject™ >> NesCom Member Area >> Submission Summary

NesCom Submission Summary for the 19-Aug-2011 Agenda

This page provides access links to the PARs that have been submitted. NOTE: This list includes PARs that have not yet been accepted by the Sponsor. Clicking on "View Complete Comment Detail" will provide you with all comments and responses.

View Complete Comment Detail | Upload Comments | Download Blank Comment File

SEARCH

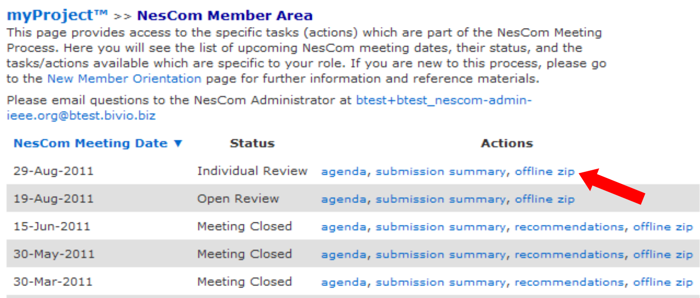
    d. Click "**Browse…**" to select the file with your comments and click "**OK**".

5.12 *Downloading a .zip file*

NesCom members have the ability to download a .zip file containing PDF files of the meeting agenda, complete PARs, a submission summary, complete comment detail, and a blank comment upload file. These files allow NesCom members to review the PARs and record comments while offline.

Instructions:

1. On the **myProject**™ Home Screen, select "**NesCom Member Area**".
2. To download a .zip file, click "**download offline zip**"



3. Follow your web browser prompts to save the file.

5.13 *Respond to NesCom Comments About a PAR*

Once the PAR is submitted, there will be a review period where NesCom members can comment on the PAR. The comments will be moderated by the NesCom administrator, who is also responsible for making any changes to the PAR before the NesCom meeting.

Applicable Users:

- Par Submitter, Sponsor Chair, Standard Representative, Working Group Chair

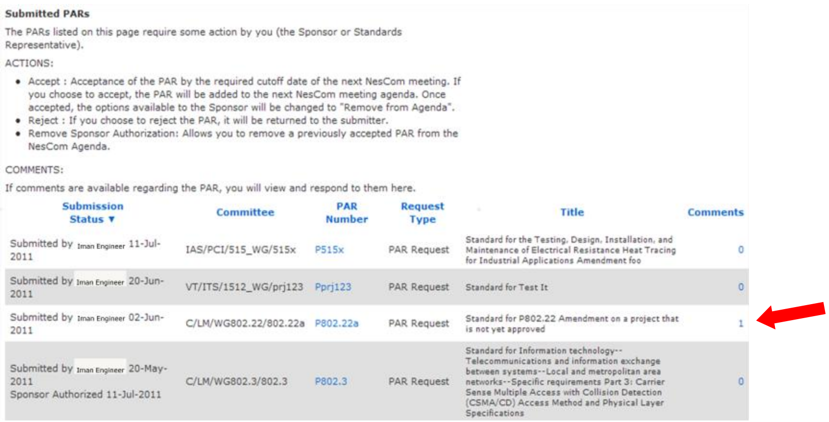
Notes:

- Failure to respond to a comment may result in deferral of the PAR to the next NesCom agenda.
- Only the NesCom administrator can make changes to the PAR at this stage. Your agreement with requested changes or submission of new wording can be included in your dialog response. If the changes are extensive, respond to the comment and email your changes to the NesCom administrator (nescom-admin@ieee.org)

Instructions:

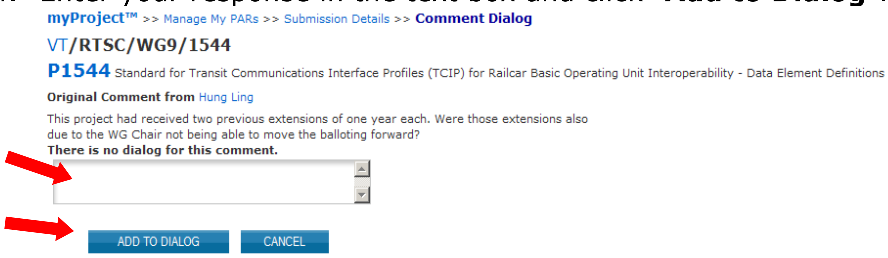
1. On the **myProject**™ Home page, select "**Manage My PARs**".

2. Locate the PAR and click the number under the Comments column.



3. Locate the comment you wish to respond to and click the number under "**Dialog**".

4. Enter your response in the text box and click “**Add to Dialog**”.



5. You can use this feature to continue a dialog with NesCom members and the NesCom administrator.

5.14 *View PAR Expiration Report and Send Reminders*

This feature generates a report of all expiring PARs that are not on an agenda. PARs can be sorted and searched by project type, expiration year, or text. If a PAR has had an expiration reminder sent, then the "Reminders Sent" column will show the dates the group has been notified. Selecting the "Manage PAR Expiration" link allows the admin to select expiring PARs and send reminder messages, or to administratively withdraw the PAR.

Applicable Users:

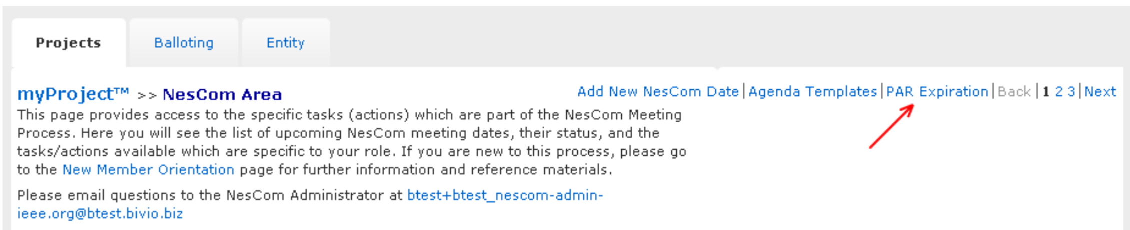
- NesCom Admin

Notes:

- Three expiration reminders are sent to the Working Group officers. The third reminder will be archived to eProjects.

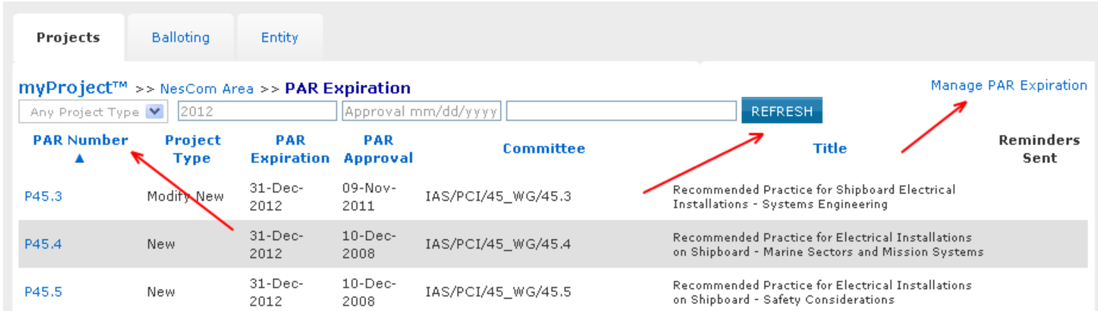
Instructions:

1. On the **myProject**™ Home Screen, select "**NesCom Area**".
2. Click "PAR Expiration"

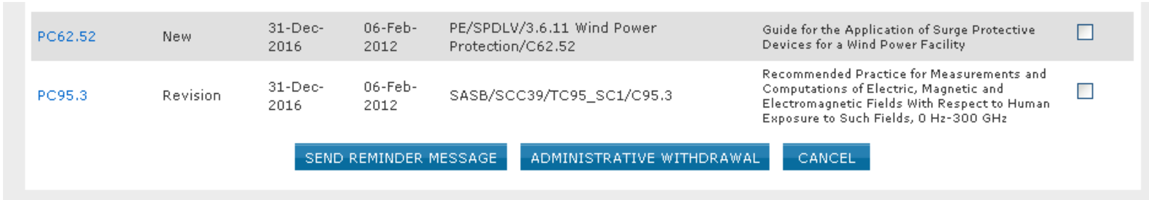


3. Enter search terms in the boxes and click "Refresh", or click on a column heading to sort.

4. Click "Manage PAR Expiration" to issue a reminder or administratively withdraw a project.

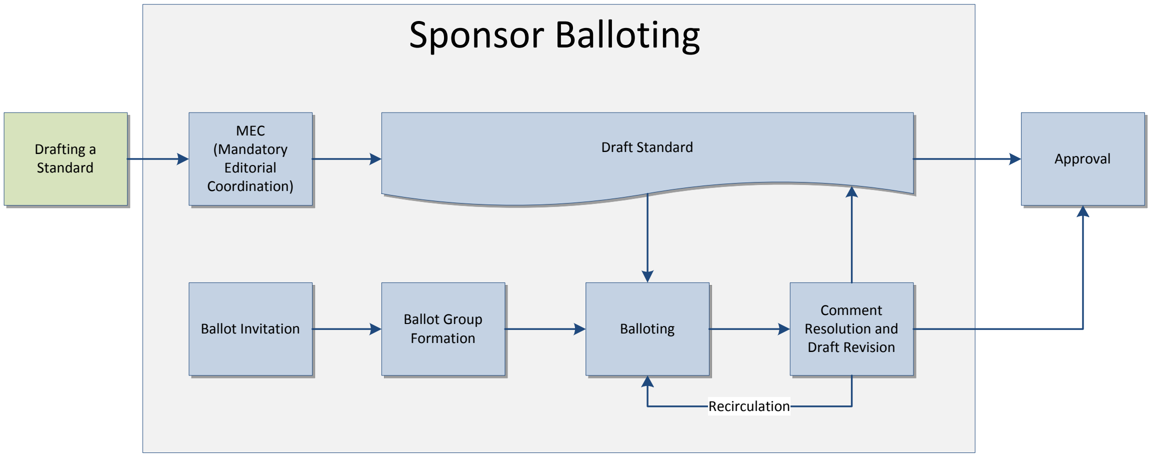


5. Check the boxes next to PARs you would like to act upon and click "Send Reminder Message" or "Administrative Withdrawal".



6 Sponsor Balloting

Once a draft document is stable, it is ready for balloting. A ballot invitation must be initiated, a ballot group formed and a ballot initiated. The draft must receive a consensus approval or be recirculated until one is obtained.



Relevant Sections of the myProject™ User Guide:

- MEC – **6.1 Submit a Draft for MEC**
- Ballot Invitation – **6.4 Initiate Ballot Invitation**
- Ballot Group Formation – **6.7 Join a Sponsor Ballot (Individual Balloting), 6.8 Pay to Join a Single Ballot (Individual Balloting), 6.10 Join a Ballot (Entity Balloting)**
- Balloting – **6.14 Initiate Sponsor Ballot, 6.17 Vote and/or Comment on a Ballot**
- Comment Resolution – **6.23 Comment**

6.1 *Submit a Draft for MEC*

Mandatory Editorial Coordination (MEC) is required prior to the start of a Sponsor Ballot. MEC ensures conformance with all IEEE requirements. Review of your draft and permission letters will reduce the number of recirculations and help to avoid delays in approval or possible rejection by RevCom.

Applicable Users:

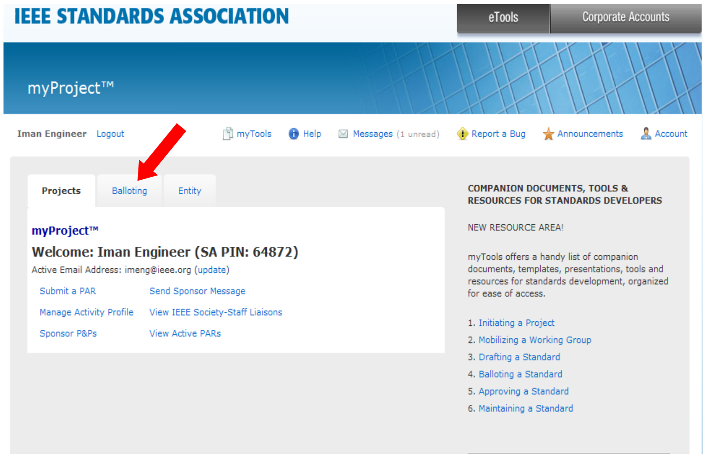
- Sponsor Chair, Standard Representative, Working Group Chair, Sponsor Ballot Designee

Notes:

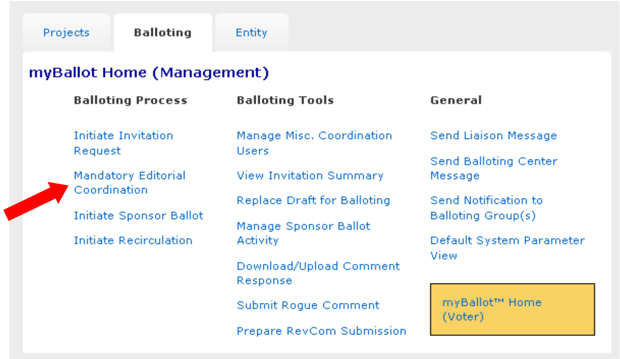
- The Mandatory Editorial Coordination (MEC) should be initiated by the start of the ballot invitation.
- Be sure to include all copyright permissions letters at this time.

Instructions:

1. On the **myProject**™ Home Screen click the "**Balloting**" tab.



2. Click "**Mandatory Editorial Coordination**".



3. Complete the form displayed, making sure to fill out all relevant fields. Make sure to select the correct staff liaison. Liaisons for your working group can be found here: https://development.standards.ieee.org/pub/liaisons

4. Click the "**Browse...**" button to select your file for upload. If you are including copyright permissions letters or other additional files, you will need to create a .zip file and upload a single file.
5. Click "**Upload selected file now**" to submit the form, upload your file and notify your Staff liaison.

6.2 *Add Coordination Users*

In order to be able to make comments on a ballot, staff must be added as a coordination user.

Applicable Users:

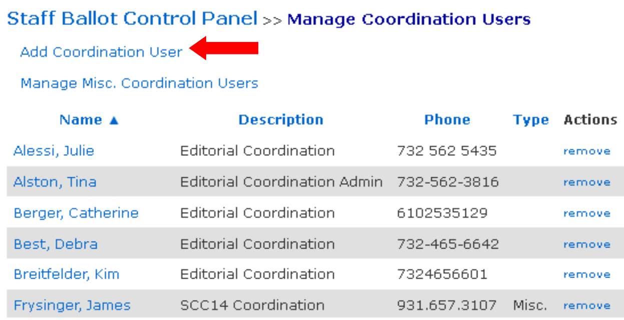
- Staff Liaison, Ballot Center Staff, Project Admin Staff, Governance Staff, ODB Staff.

Notes:

- Editorial Staff are not automatically added as coordination users
- If "Misc Coordination" is not checked, the user is given "editorial coordination" access and will be able to comment on all open ballots.

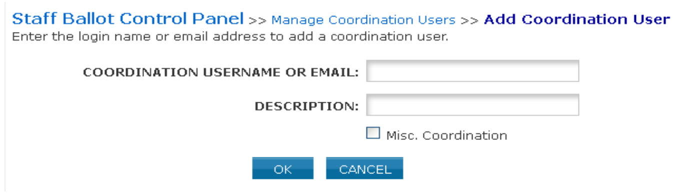
Instructions:

1. On the **myProject**™ Home Screen click the "**Balloting**" tab.
2. Click "**Manage Coordination Users**".
3. You will see a list of all current coordination users. Click "**Add Coordination User**".



Name ▲	Description	Phone	Type	Actions
Alessi, Julie	Editorial Coordination	732 562 5435		remove
Alston, Tina	Editorial Coordination Admin	732-562-3816		remove
Berger, Catherine	Editorial Coordination	6102535129		remove
Best, Debra	Editorial Coordination	732-465-6642		remove
Breitfelder, Kim	Editorial Coordination	7324656601		remove
Frysinger, James	SCC14 Coordination	931.657.3107	Misc.	remove

4. Enter the username of the new coordination user and a description of the type of coordination user.
5. Check the "**Misc. Coordination**" box if this user is anything other than an editorial coordination user.



6. Click "**OK**" to add the user.

6.3 *Manage Miscellaneous Coordination Users*

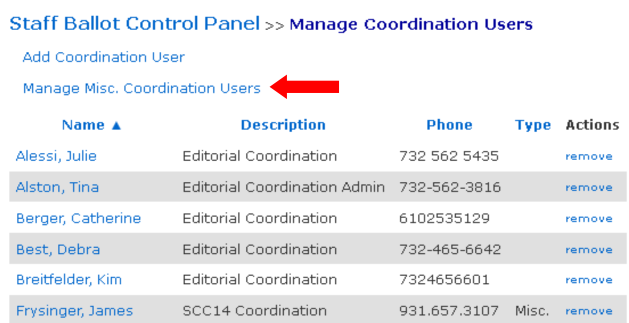
Staff listed as "Misc" coordination users (such as RAC) will only have access to comment on projects that they have been invited to participate in. Editorial coordination staff will have comment access to all projects during an open balloting period.

Applicable Users:

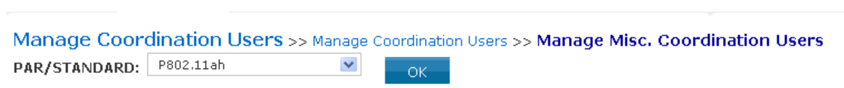
- Staff Liaison, Ballot Center Staff, Project Admin Staff, Governance Staff, ODB Staff

Instructions:

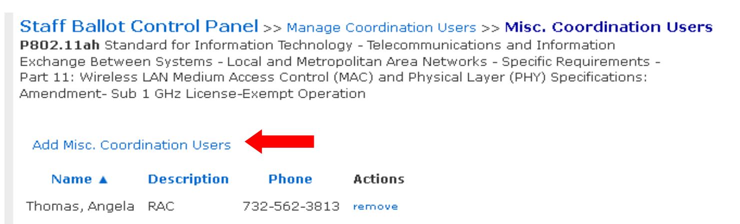
1. On the **myProject**™ Home Screen click the "**Balloting**" tab.
2. Click "**Manage Coordination Users**".
3. You will see a list of all coordination users. Click "Manage Misc. Coordination Users".



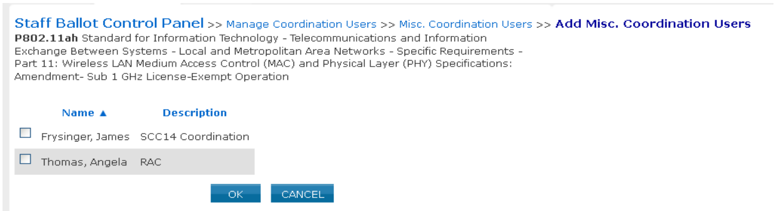
4. Choose the PAR you would like to add a coordination user to from the drop-down menu and click "**OK**".



5. You will see any miscellaneous coordination users that have already been added to the ballot. Click "**Add Misc. Coordination Users**" to add a coordination user.



6. You will see a list of all coordination users marked as "misc.". Place a check in the box next to all individuals you want to be able to comment during balloting.



7. Click “**OK**” to add the individuals.

6.4 *Initiate Ballot Invitation*

The first step in sponsor balloting is forming the ballot group. In order to form this group, a ballot invitation must be initiated. All users who have expressed interest in the project through myProject™ will be notified of the ballot group formation. During the invitation period, typically 30 days, individuals (or entity representatives) can join the balloting group, change their voter classification, or withdraw from the ballot. Working Group officers should monitor the group for balance during this period.

Applicable Users:

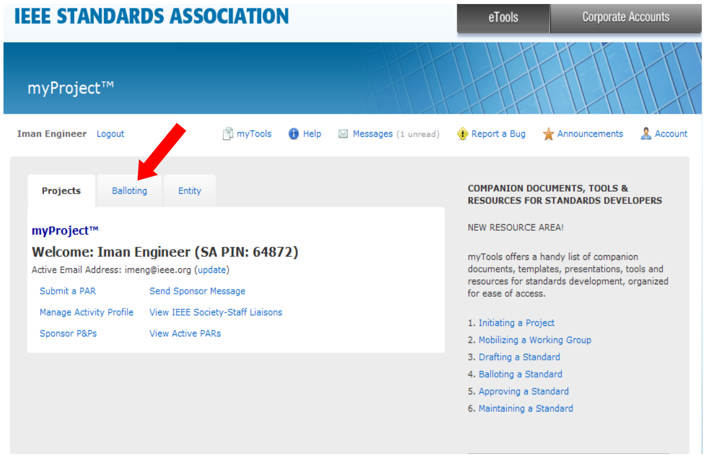
- Sponsor Chair, Standard Representative, Working Group Chair, Sponsor Ballot Designee

Notes:

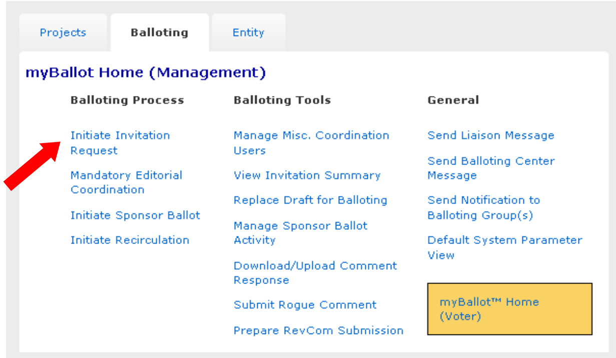
- The MEC should be initiated before the ballot invitation is sent out. For more information on submitting a draft for MEC, see **Sec 6.1 Submit a Draft for MEC**.
- The invitation will not open until your staff liaison reviews and sends the invitation.
- Sponsor balloting must begin within six months of the invitation. If sponsor balloting does not begin within six months, the ballot group must be re-formed.

Instructions:

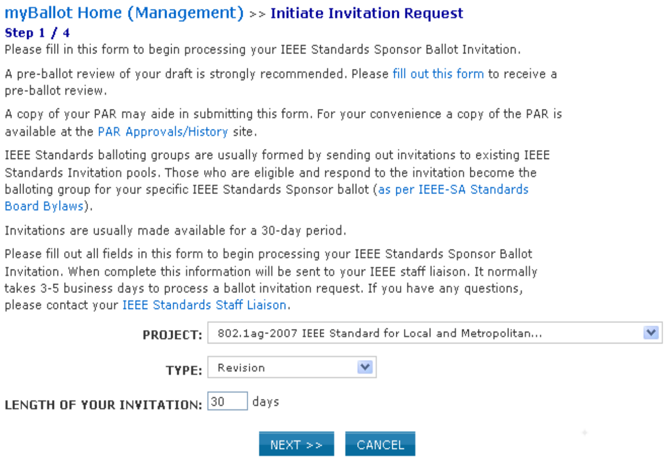
1. On the **myProject**™ Home Screen click the "**Balloting**" tab.



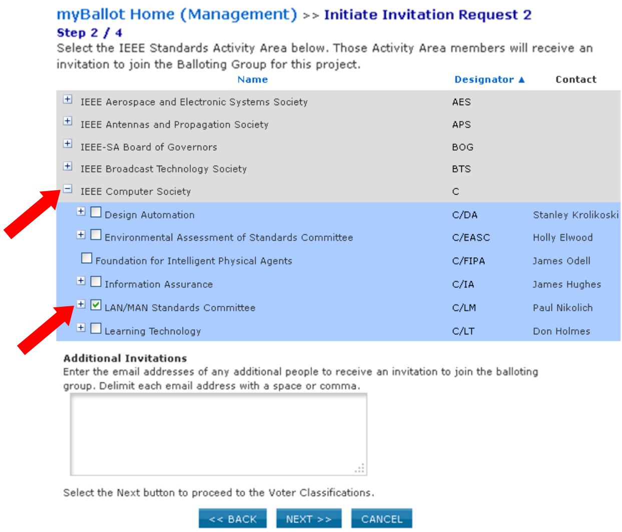
2. Click "**Initiate Invitation Request**".



3. Complete the fields and click "**NEXT**".
   - **Project**: Select the project from the drop-down menu.
   - **Ballot Type:** Select the type from the drop-down menu.
   - **Length of Your Invitation:** Enter the length of the invitation, a minimum of 15 days is required; 30 is preferred.



4. Select the groups and individuals you would like to invite to the Balloting Group.
   - Click the **"+"** sign beside the Society and Committee (Sponsor) names to see a list of working groups under that committee
   - Put a check mark next to each Committee and/or Working Group you wish to invite.
   - Additional people can be invited by entering e-mail addresses in the "**Additional Invitations**" section.
   - Click "**NEXT**".



5. Confirm the voter classifications for the ballot.
    - Verify that at least 3 voter classifications are displayed.
    - To add another voter classification, click "**Add New Voter Classifications**".
    - To edit a voter classification, click "**edit**" next to the classification
    - To remove a voter classification, click "**delete**" next to the classification. (This is not recommended).
    - Click "**NEXT**".

6. **Verify the Invitation information.**
    - Review the invitation. Use the "**BACK**" button to make changes.
    - For most ballots, do not include an attachment.
    - Additional description can be added in the "**Sponsor Text"** area.
    - Do not attach published standards or drafts, necessary documents will be made available in myProject™ once the ballot has opened.
    - Click "**OK**" to complete the invitation process.

6.5 *Review Ballot Invitations*

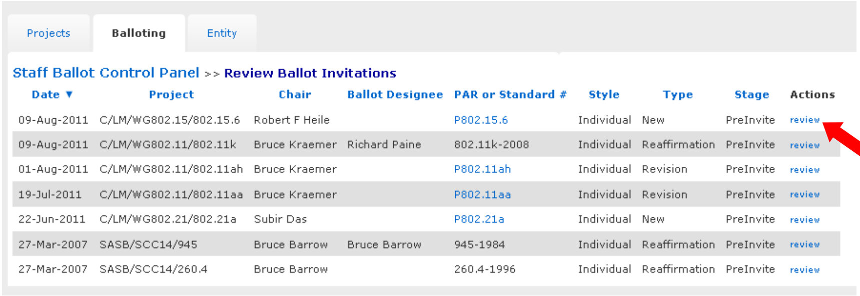
When an officer initiates a ballot invitation, the invitation does not automatically open. The staff liaison must first review and send the invitation to move the ballot from the "PreInvite" stage to the "Invitation" stage.

Applicable Users:

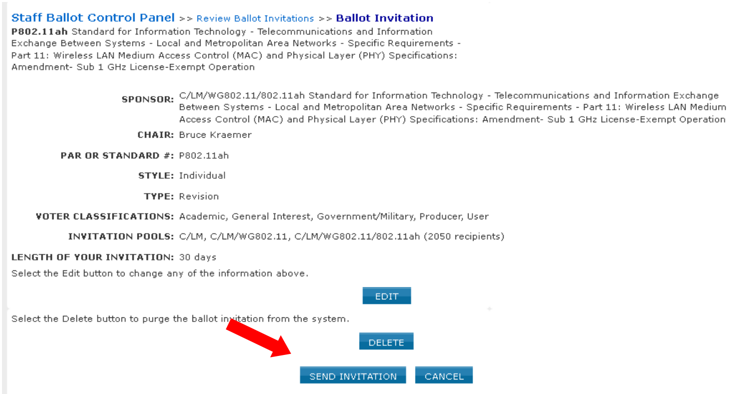
- Staff Liaison

Instructions:

1. On the **myProject**™ Home Screen, select "**Review Ballot Invitations**".
2. On this screen you will see all of the ballots for your societies that are in the pre-invite or invitation stages. To review an invitation, click "**review**" next to the project invitation you would like to review.



3. On the next screen, you will be able to review the ballot invitation.
   - To edit any of the invitation information, click "**EDIT**" and correct the necessary fields.
   - To send the invitation, click "**SEND INVITATION**".
   - To remove the invitation from the system, click "**DELETE**".



4. Click "**OK**" to confirm your choice.
5. To cancel an already reviewed invitation, click "**delete**" next to the invitation you would like to cancel.
6. Enter a message explaining the cancellation to the ballot group and click "**OK**".

6.6 *Reopen/Extend Ballot Invitation*

This option is for extending a ballot invitation to allow potential balloters more time to join the ballot group or change their voter classification.

Applicable Users:

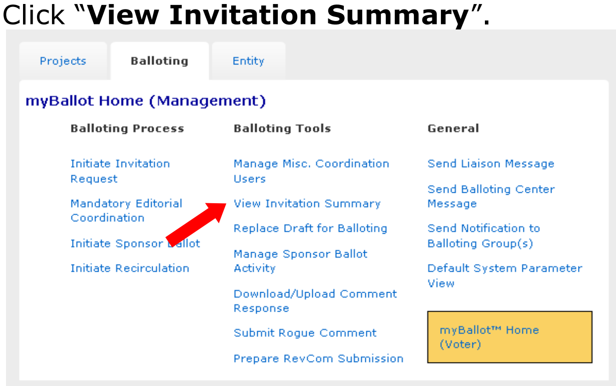
- Sponsor Chair, Standard Representative, Working Group Chair, Sponsor Ballot Designee, Staff Liaison

Notes:

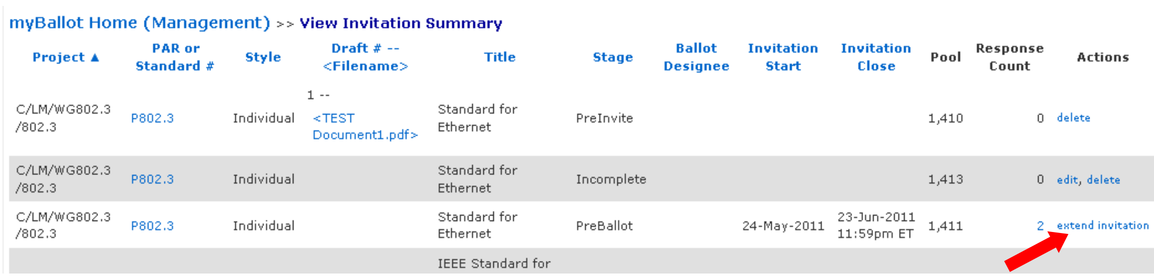
- This can only be done after the initial invitation period closes and **before** the ballot opens ("PreBallot" or PreBallot Review" stage).

Instructions:

1. On the **myProject**™ Home Screen click the "**Balloting**" tab.
2. Click "**View Invitation Summary**".



3. Locate the project and click "**extend invitation**" under the "**Actions"** column.


myBallot Home (Management) >> View Invitation Summary

Project ▲	PAR or Standard #	Style	Draft # -- <Filename>	Title	Stage	Ballot Designee	Invitation Start	Invitation Close	Pool	Response Count	Actions
C/LM/WG802.3 /802.3	P802.3	Individual	1 -- <TEST Document1.pdf>	Standard for Ethernet	PreInvite				1,410	0	delete
C/LM/WG802.3 /802.3	P802.3	Individual		Standard for Ethernet	Incomplete				1,413	0	edit, delete
C/LM/WG802.3 /802.3	P802.3	Individual		Standard for Ethernet	PreBallot		24-May-2011	23-Jun-2011 11:59pm ET	1,411	2	extend invitation
				IEEE Standard for							

4. Enter in the Invitation Close Date, then Click "**OK**".

6.7 *Join a Sponsor Ballot (Individual Balloting)*

Applicable Users:

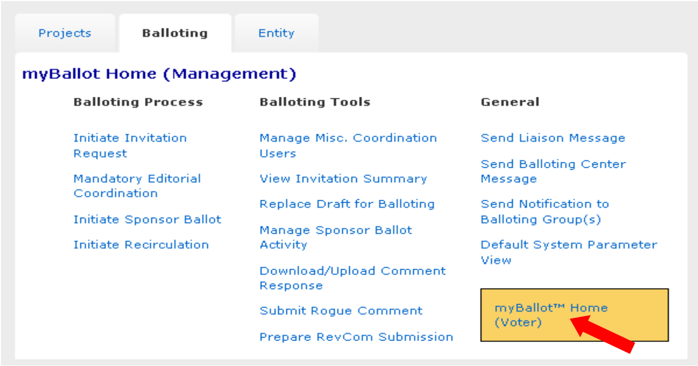
- All IEEE-SA Members

Notes:

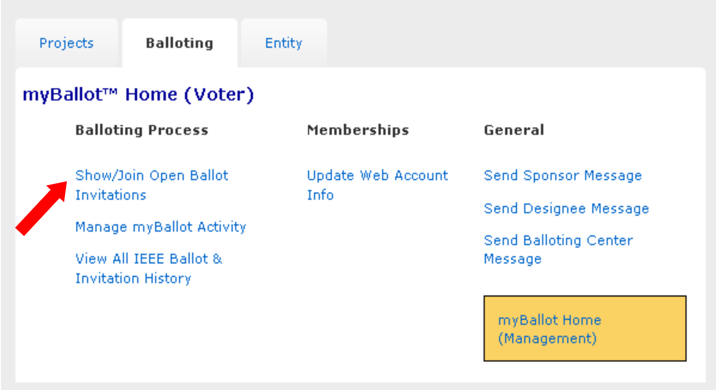
- You are required to be an IEEE-SA member or pay a per-ballot fee to join an IEEE-SA ballot.
- Joining a ballot allows you to vote and submit comments when the project opens for balloting.
- Balloting group members have an obligation to respond during the balloting period; failure to return a ballot may disqualify the balloter from participation in future balloting groups.
- You can easily add or remove yourself from a balloting group, but only while the balloting group is forming. Your participation is fixed after the ballot invitation closes.

Instructions:

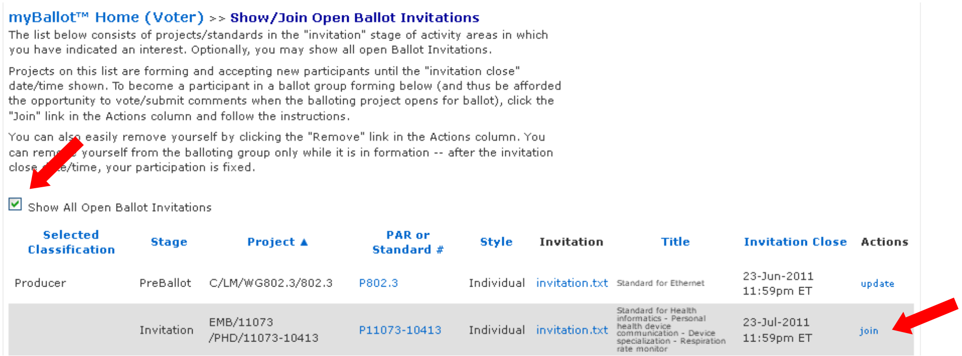
1. On the **myProject**™ Home Screen click the "**Balloting**" tab.
2. If you have sponsor authority (e.g. sponsor chair, working group chair, sponsor ballot designee), select "**myBallot**" **Home (Voter)**".



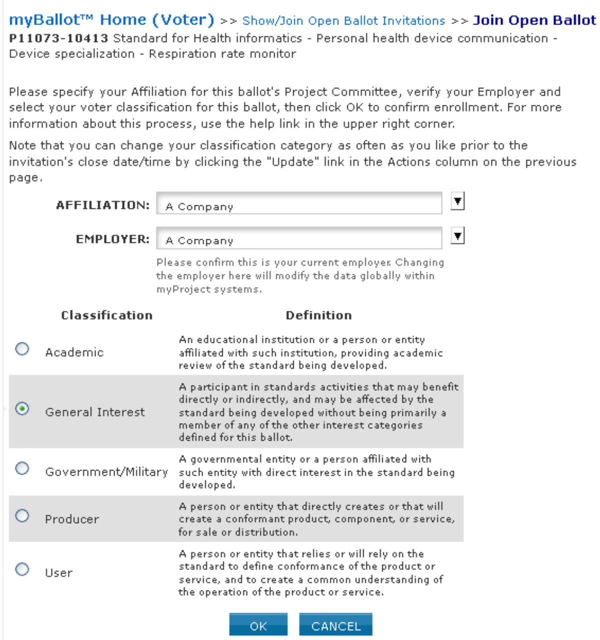
3. Select "**Show/Join Open Ballot Invitations**".



4. On this screen you will initially see open ballot invitations that are tied to your selection(s) under "**Manage Activity Profile**". Check the box next to "**Show all open ballot invitations**" to see all ballot invitations you are eligible to join.



5. Find the project you would like to join. Scroll to the right and click "**join**" under the Actions column.
6. Specify your affiliation and your voter classification for this ballot.



7. Click "**OK**" to complete joining the ballot.

6.8 *Pay to Join a Single Ballot (Individual Balloting)*

Applicable Users:

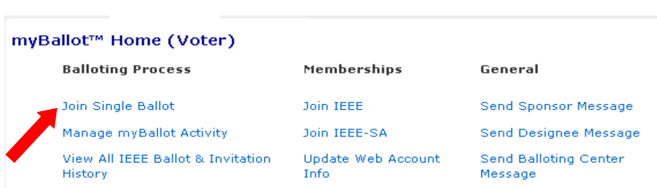
- All Non IEE-SA Members.

Notes:

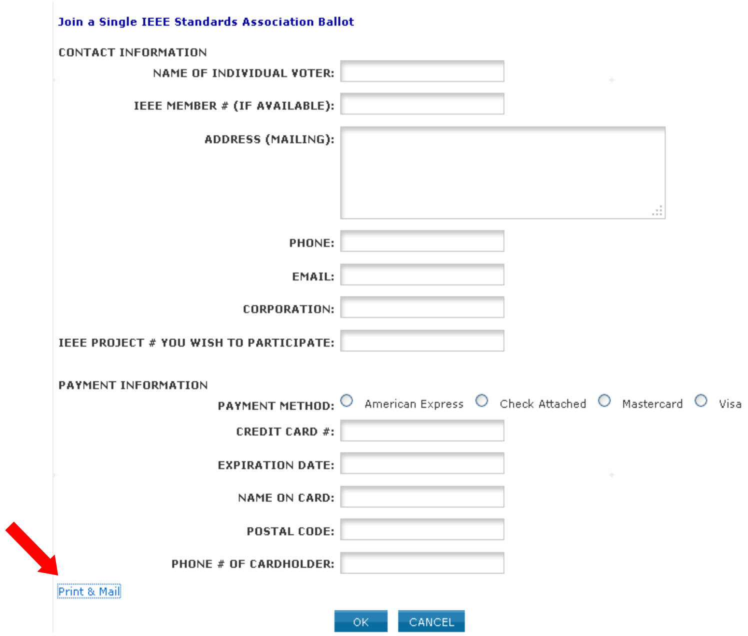
- You are required to be an IEEE-SA member or pay a per-ballot fee to join an IEEE-SA individual ballot group.
- Joining a ballot group allows you to vote and submit comments when the project opens for balloting.
- You can easily add or remove yourself from a balloting group, but only while the balloting group is forming. Your participation is fixed after the ballot invitation closes.
- Be sure to leave enough time to process your payment/membership before the close of the ballot invitation.
- While you do not have to be an IEEE member or IEEE Society member to join the SA, it is far more cost effective to do both:
    - IEEE-SA membership entitles you to unlimited individual balloting.
    - If you currently are or become an IEEE Member or Society Member, you can add SA membership to your IEEE Membership or Society Membership. For 2012, it is $49.00 for IEEE-SA membership in addition to the cost of your IEEE membership or Society membership.
    - Joining the IEEE-SA alone is $229 for calendar year 2012.
    - The most expensive option is to join a single ballot. For 2012, the cost is $280.00 per ballot, and it entitles you to join just one ballot group and any recirculations of that ballot. To take advantage of this service which is unavailable online, complete the form at least 5 working days prior to invitation closing to allow time for processing.
    - More information on membership can be found at: http://standards.ieee.org/membership/

Instructions:

1. On the **myProject**™ Home Screen click the "**Balloting**" tab.
2. Select "**Join Single Ballot**".



3. Fill out the form to submit your information electronically or click "**print & mail**" to print the form and follow the instructions on the page to mail in your request.


Join a Single IEEE Standards Association Ballot

CONTACT INFORMATION

NAME OF INDIVIDUAL VOTER:

IEEE MEMBER # (IF AVAILABLE):

ADDRESS (MAILING):

PHONE:

EMAIL:

CORPORATION:

IEEE PROJECT # YOU WISH TO PARTICIPATE:

PAYMENT INFORMATION

PAYMENT METHOD: American Express Check Attached Mastercard Visa

CREDIT CARD #:

EXPIRATION DATE:

NAME ON CARD:

POSTAL CODE:

PHONE # OF CARDHOLDER:

Print & Mail

OK CANCEL

4. Click “**OK**” when done. The form will automatically be sent to the IEEE-SA Balloting Center, which will process your request for the per-ballot fee. During this period, you will be contacted by the IEEE-SA Balloting Center requesting your "classification category selection” for the ballot (e.g., user, producer, general interest, academic), as this must be entered into myProject by Balloting Center staff. If you have any questions or require assistance, please send an email to: sa-ballot@ieee.org

6.9 *Override Membership Status*

It may be necessary to override an individual's membership status so that individual can participate in a ballot. This is usually done if an application is in process and membership will not be official before the ballot invitation closes or if an individual has paid the balloting fee.

Applicable Users:
- ODB Staff, Ballot Center Staff

Notes:
- This may only be done while the ballot is in the invitation stage.

Instructions:
1. On the **myProject**™ Home Screen, select "**Override IEEE/SA Membership Status**".
2. On this screen, you will see all individuals who are in "override" status.
   - To remove an individual's override status, click "**remove**" next to their name.
   - Once an individual's membership has been processed, you can click "**combine**" next to their name to combine this account with a new web account. This will merge the ballot records and allow the individual to access this ballot from his/her new web account.

   To override for a new individual, click "**Override Membership**".

3. Enter the username of the individual whose membership you are overriding, select the ballot they will be participating in, select the reason for the override (application processing or ballot fee paid) and click "**NEXT**".
4. Review the ballot information and select the voter classification for the individual.
5. Click "**OK**" to complete the override.

6.10 *Join a Ballot (Entity Balloting)*

Participation in Entity Ballots is limited to IEEE-SA Entity Members. These entities are represented by an EBR (Entity Ballot Representative) and EBRA (Entity Ballot Representative Alternate). Any employee of the Entity Member institution may enroll as the EBR or EBRA if the slot has not already been filled. Only the EMR (Entity Member Representative) has the ability to replace the EBR or EBRA.

Applicable Users:

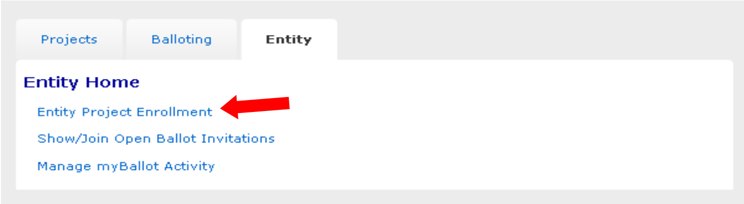
- EBR (Entity Ballot representative) or EBRA (Entity Ballot Representative Alternate) of an IEEE-SA Entity Member.

Notes:

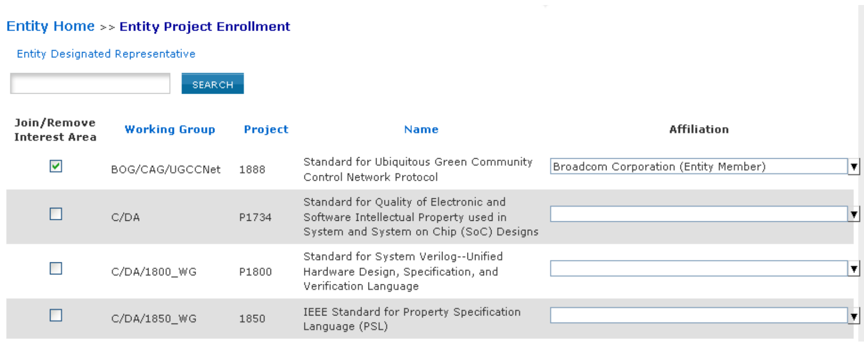
- Joining a ballot allows you to vote and submit comments when the project opens for balloting.
- You can easily add or remove yourself from a balloting group, but only while the balloting group is forming. Your participation is fixed after the ballot invitation closes.
- Each entity shall name one primary voting representative and, optionally, one alternate voting representative. Only a ballot from one of these representatives will be accepted. If ballots are received from other parties, they will not be counted. If ballots are received from both the primary voting representative and the alternate voting representative, only the vote from the primary voting representative will be counted.
- By joining a ballot, you will automatically be entered as the EBR if one has not already been entered. If the EBR slot is filled, you will be entered as EBRA. If both slots are filled, you will be added to a waiting list.
- Each primary and alternate voting representative can ballot for only one entity; no individual can represent the interests of more than one entity.

Instructions:

1. On the **myProject**™ Home Screen click the "**Entity**" tab.
2. Select "**Entity Project Enrollment**".



3. Check the "**Join/Remove Interest Area**" box to the left of the project(s) you are enrolling, select your affiliation for that project from the "**Affiliation**" drop-down box on right, and click "**OK**".
   - Your affiliation must be an entity member. Entity members have "(Entity Member)" at the end of their names in the drop-down box.
   - Entities can be represented in a ballot group by a maximum of two individuals: a primary member and an alternate member. If your affiliate is already represented in the ballot group in those two roles, you will be asked if you wish to join a wait list.



4. Review the next screen an click “**OK**”.
5. From the Entity tab, select “**Show/Join Open Ballot Invitations**”.
6. Click “**Join**” next to the ballot you would like to join.

6.11 *Manage Ballot Representatives (Entity Balloting)*

Participation in Entity Ballots is limited to IEEE-SA Entity Members. These entities are represented by an EBR (Entity Ballot Representative) and EBRA (Entity Ballot Representative Alternate). Any employee of the Entity Member institution may enroll as the EBR or EBRA if the slot has not already been filled. Only the EMR (Entity Member Representative) has the ability to replace the EBR or EBRA.

Applicable Users:

- EMR

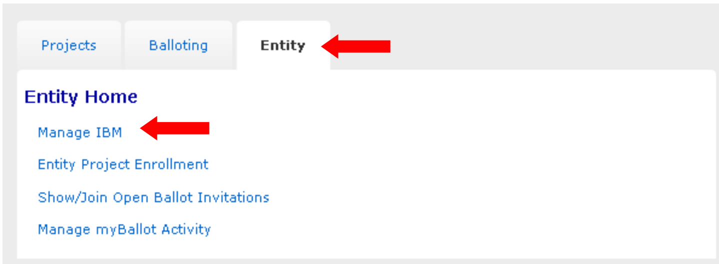
Notes:

- Users must already be enrolled in the entity project to be added as EBR or EBRA and it is recommended that they enroll themselves as EBR and EBRA. For more information on joining an entity ballot, see **Sec 6.10**

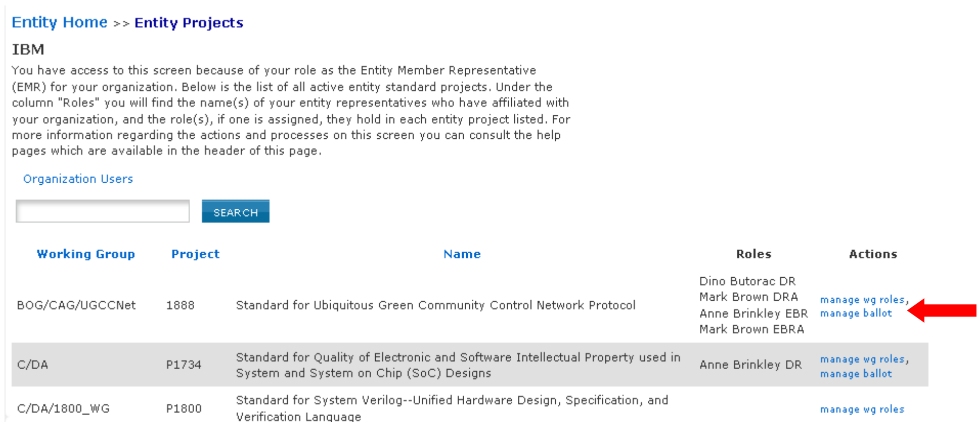
- **Join a Ballot (**Entity Balloting)**.**

<u>Instructions:</u>

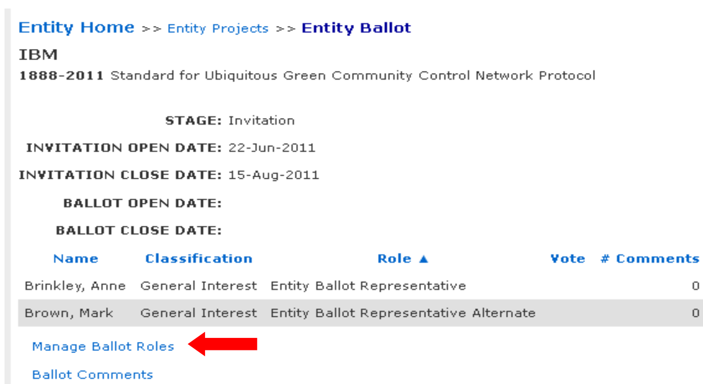
1. On the myProject™ Home Screen, click the "**Entity**" tab.
2. Click "**Manage *your company***".



3. Click "**manage ballot**" next to the project ballot you want to manage.

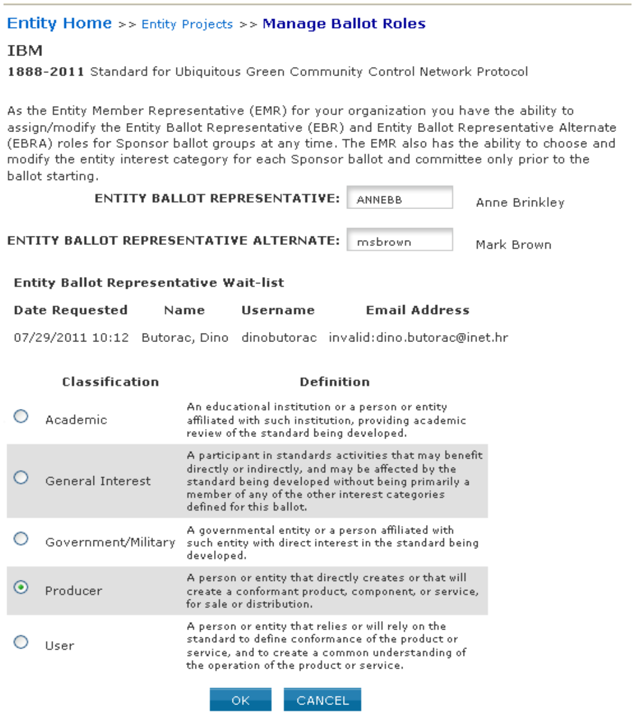


4. You will see the details on the open ballot, along with any votes that have been submitted on behalf of your company. To manage the ballot representatives, click "**Manage Ballot Roles**".



5. You will see individuals currently enrolled as the EBR and EBRA as well as a waiting list of other individuals who have expressed interested in the ballot.
   - To remove an individual from a EBR/EBRA position, delete their username from the box and click "**OK**"

- To replace an individual in a EBR/EBRA position, replace their username with the username of the new individual and click "**OK**"
- You may replace both usernames at the same time or switch the two.
- You may assign a new EBR/EBRA, but it is recommended that you let the individual enroll him/herself or use a name from the waiting list to ensure they have already enrolled in the project.
- You may also change the voter classification for your entity using this screen.



6.12 *Remove Yourself from a Ballot*

Applicable Users:

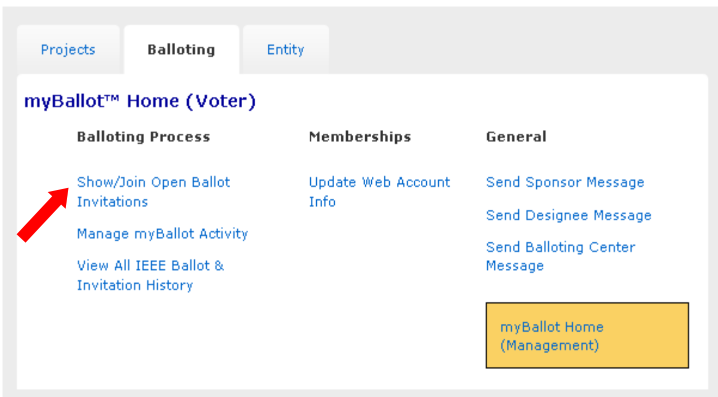
- IEEE-SA members currently enrolled in a ballot

Notes:

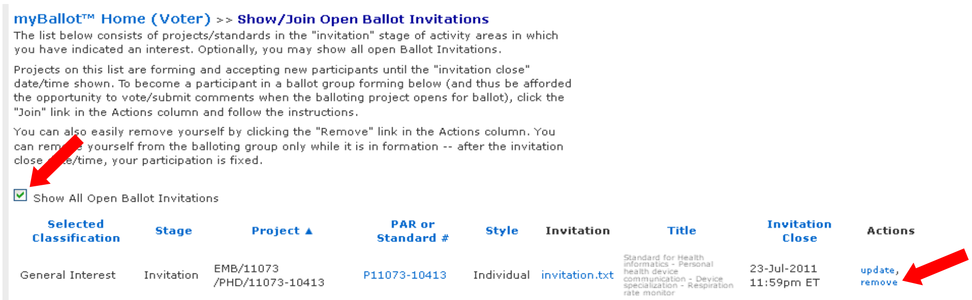
- You can easily remove yourself from a balloting group, but only while the balloting group is forming.
- Your participation is fixed after the ballot invitation closes.
- If you have paid a per-ballot fee or your membership is processing, you will not be able to remove yourself from a ballot. IEEE-SA balloting center staff must make any necessary changes. Contact balloting center at: sa-ballot@ieee.org
- Instructions for Entity Balloting are the same, but ballots are accessed through the "**Entity**" tab instead of the "**Balloting**" tab.

Instructions:

1. On the **myProject**™ Home Screen click the "**Balloting**" tab.
2. If you have sponsor authority (e.g. sponsor chair, working group chair, sponsor ballot designee), select "**myBallot**" **Home (Voter)**".
3. Select "**Show/Join Open Ballot Invitations**".



4. On this screen you will initially see open ballot invitations that are tied to your selection(s) under "**Manage Activity Profile**". Check the box next to "**Show all open ballot invitations**" to see all ballot invitations you are eligible to join.
5. Click "**remove**" next to the project you wish to remove yourself from.



6. Click "OK" to confirm your removal.

6.13 *Change Your Voter Classification*

Applicable Users:

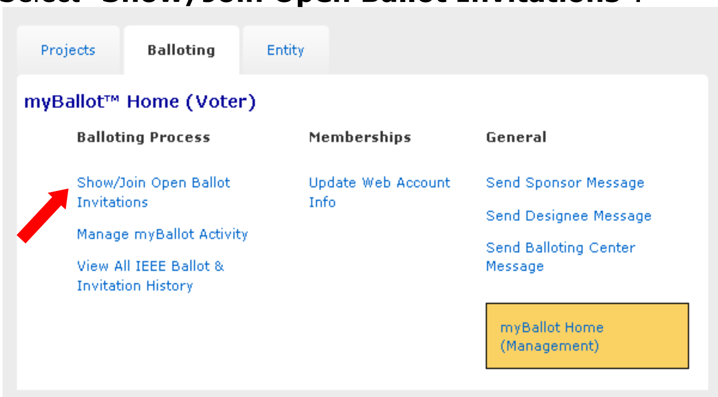
- IEEE-SA members currently enrolled in a ballot

Notes

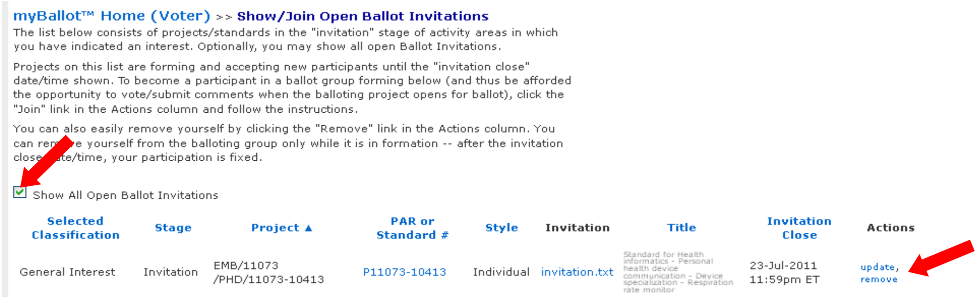
- You may change your voter classification for any single ballot during an invitation period only.
- If you have paid a per-ballot fee or your membership is processing, you will not be able to change your voter classification. IEEE-SA staff must make any necessary changes.
- Instructions for Entity Balloting are the same, but ballots are accessed through the "**Entity**" tab instead of the "**Balloting**" tab.

Instructions:

1. On the **myProject**™ Home Screen click the "**Balloting**" tab.
2. If you have sponsor authority (e.g. sponsor chair, working group chair, sponsor ballot designee), select "**myBallot**" **Home (Voter)**".
3. Select "**Show/Join Open Ballot Invitations**".



4. On this screen you will initially see open ballot invitations that are tied to your selection(s) under "**Manage Activity Profile**". Check the box next to "**Show all open ballot invitations**" to see all ballot invitations you are eligible to join.



5. Click "**update**" next to the project you wish to remove yourself from.
6. Select your new classification under the "**Classification**" column.
7. Click "**OK**" to save your changes.

6.14 *Initiate Sponsor Ballot*

Once the ballot invitation is closed, and the ballot group has been balanced, it is time to prepare the final draft and initiate the ballot.

Applicable Users:

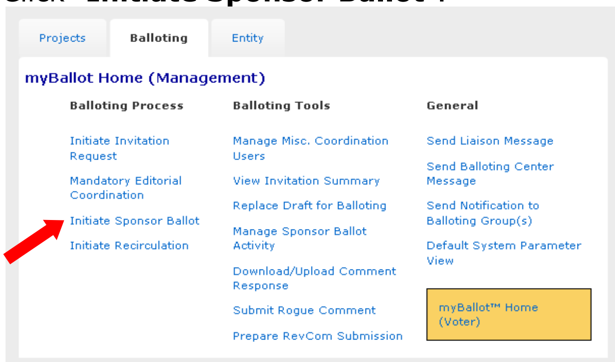
- Sponsor Chair, Standard Representative, Working Group Chair, Sponsor Ballot Designee

Notes:

- Ballots cannot be opened unless all permission letters for borrowed material have been received, reviewed and approved by staff.
- The ballot will not actually open until your staff liaison approves the uploaded draft.
- A cover letter is not required.

Instructions:

1. On the **myProject**™ Home Screen click the "**Balloting**" tab.
2. Click "**Initiate Sponsor Ballot**".



3. Select your project from the PAR drop down list.
4. Enter the "**Ballot Open Date**".
5. Enter the "**Ballot Close Date**" (should be a minimum of 30 days).
6. Enter the "**Draft #**" (must match the draft number in the draft).
7. **Select File for Uploading:** Click the Browse… to find your draft file. The file must be in PDF format.
8. Review the system generated text. If you would like to add additional instruction or information, use the "**Sponsor Text**" Area.
9. Click "**Initiate Ballot**".

6.15 *Review Ballot*

After a sponsor ballot is initiated but before it is approved by a staff liaison, the Sponsor has the ability to edit the sponsor text portion of the ballot notification and view/replace the draft.

Applicable users:

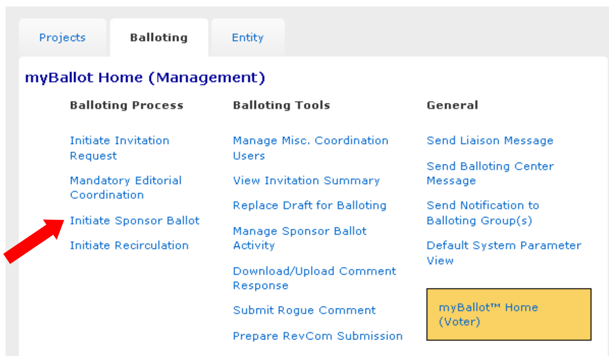
- Sponsor Chair, Standards Representative

Notes:

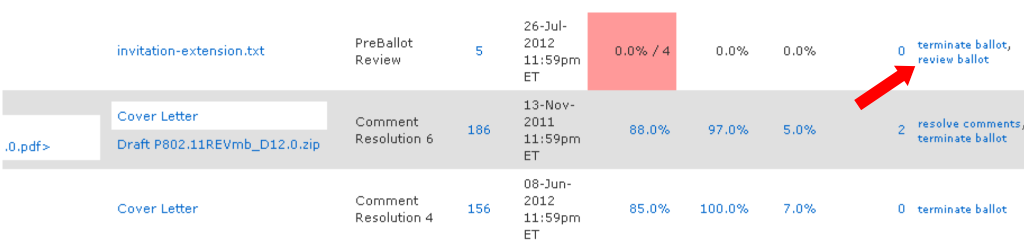
- The ballot will not actually open until your staff liaison approves the uploaded draft.
- Sponsor review is not required before liaison approval of the ballot.

Instructions:

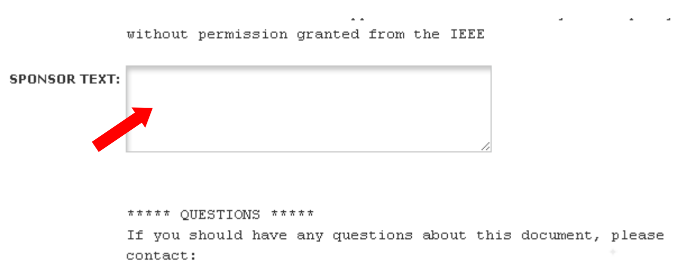
1. On the **myProject**™ Home Screen click the "**Balloting**" tab.
2. Click "**Manage Sponsor Ballot Activity**".



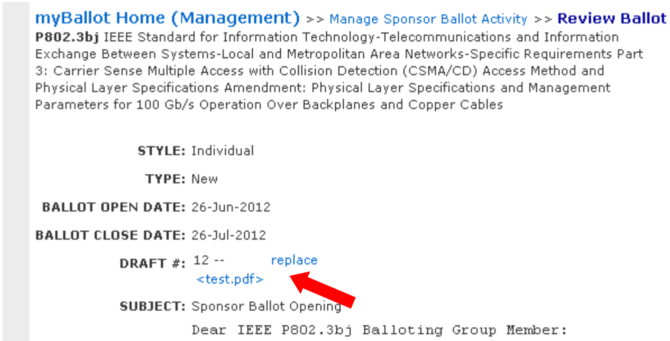
3. Click "**Review Ballot**" next to the project you want to review.



4. Review the ballot notification and edit the "sponsor text" section if desired.



5. Click on the draft file name to review the draft and click "replace" to replace the file.



6. Click "**OK**" to save any changes.

6.16 *Review/Approve a Draft for Balloting*

Applicable users:

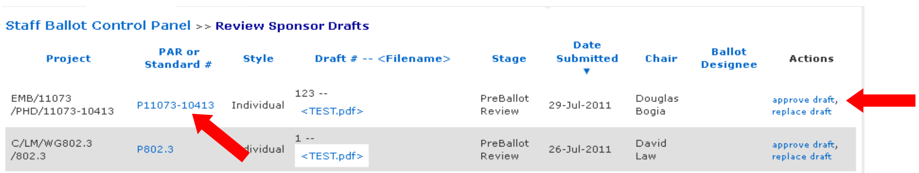
- Staff Liaison

Notes:

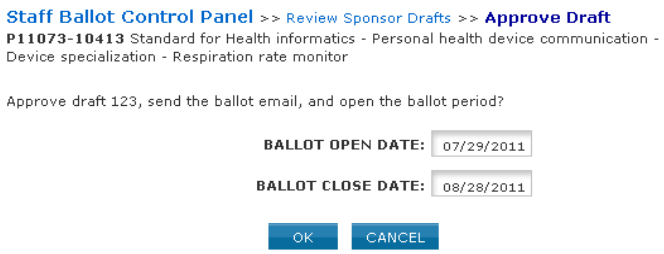
- The ballot will not open until a staff liaison approves the uploaded draft.
- The Staff Liaison can replace the draft before approval.

Instructions:

7. On the **myProject**™ Home Screen click the "**Balloting**" tab.
8. Select "**Review Sponsor Drafts**".
9. On this screen, you will see all of the drafts that have been submitted for balloting. You can view the PAR and the draft document by clicking on them. To approve the draft, click "**approve draft**".
    - If you need to replace the draft document, click "**replace draft**" and upload a new PDF file. The new file and draft number will show in the list.



10. On the next screen, you will be able to modify the open and close dates of the ballot (the ballot open date must be the current date or later). Click "**OK**" to finish the approval and open the ballot on the specified date.



6.17 *Vote and/or Comment on a Ballot*

Applicable users:

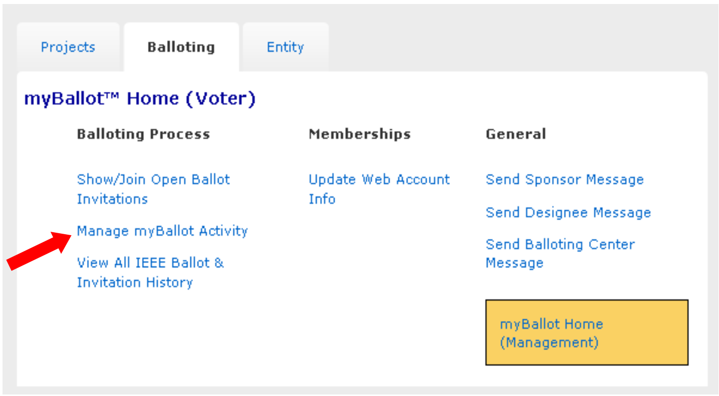
- myProject™ users currently enrolled in a ballot

Notes:

- Instructions for Entity Balloting are the same, but ballots are accessed through the "**Entity**" tab instead of the "**Balloting**" tab.
- You must follow some rules for uploading multiple comments, and strictly adhere to the formats presented in the "Data Field Descriptions". Failure to do so will, at best, result in difficulties with the upload and, at worse, could cause your upload to be rejected or partially uploaded.
- You must use a blank template when uploading comments. Files containing comments already uploaded will be rejected.

Instructions:

1. On the **myProject**™ Home Screen, click the "**Balloting**" tab.
2. If you have sponsor authority (e.g. sponsor chair, working group chair, sponsor ballot designee), select "**myBallot Home (Voter)**".
3. Select "**Manage myBallot Activity**".



4. On this screen, you will see all active ballots that you have participated in (check "include Inactive ballots" to show all ballot history). You can view the draft document by clicking on the file under the draft number.
5. If the project is in the balloting stage, you will see a dropdown box under the "Vote" column. Select your vote and click "**OK**" so save.

6. To make a comment, click the "**Comments**" button.
   - <u>To submit a single comment</u>:

1. Click "**Single Comment Submittal**".
2. Complete the comment form, then click "**OK**" (be sure to be as clear as possible with your reasons for a disapprove vote).
3. Complete the previous steps again to make additional comments.

- To submit multiple comments at one time:

1. Click "**Offline Comment Submittal**".
2. Select the file format you want to use and download the appropriate template.
3. Add your comments to the template and save it to your computer.
4. Go back to the Offline Comment Submittal page and enter the file location in the input box. (Click the Browse button to find the file you saved)
5. Click "**OK**"

- **Must be Satisfied**
  - If a person has voted Approve or Abstain, he/she will not see the "Must be Satisfied" field when commenting.
  - If a user has voted "Disapprove" and has checked "Must be Satisfied" with his/her comments, but later changes his/her vote, "Must be Satisfied" will be blank.
  - If the user changes his/her vote back to Disapprove, then "Must be Satisfied" will appear again.
  - You can change the "Must Be Satisfied" field by clicking on the "Yes/No" under the "Must Be Satisfied" column. You may then check/uncheck the box and click "OK" to save.

6.18 *Edit/Delete a Comment*

Applicable users:

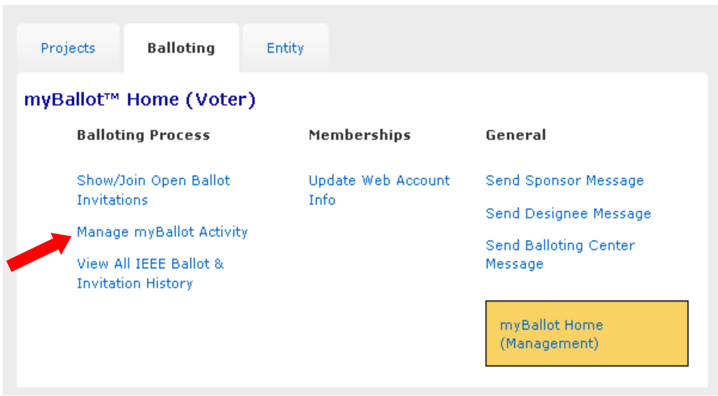
- myProject™ users currently enrolled in a ballot

Notes:

- Comments may only be edited or deleted while the ballot period is open.
- Instructions for Entity Balloting are the same, but ballots are accessed through the "**Entity**" tab instead of the "**Balloting**" tab.

Instructions:

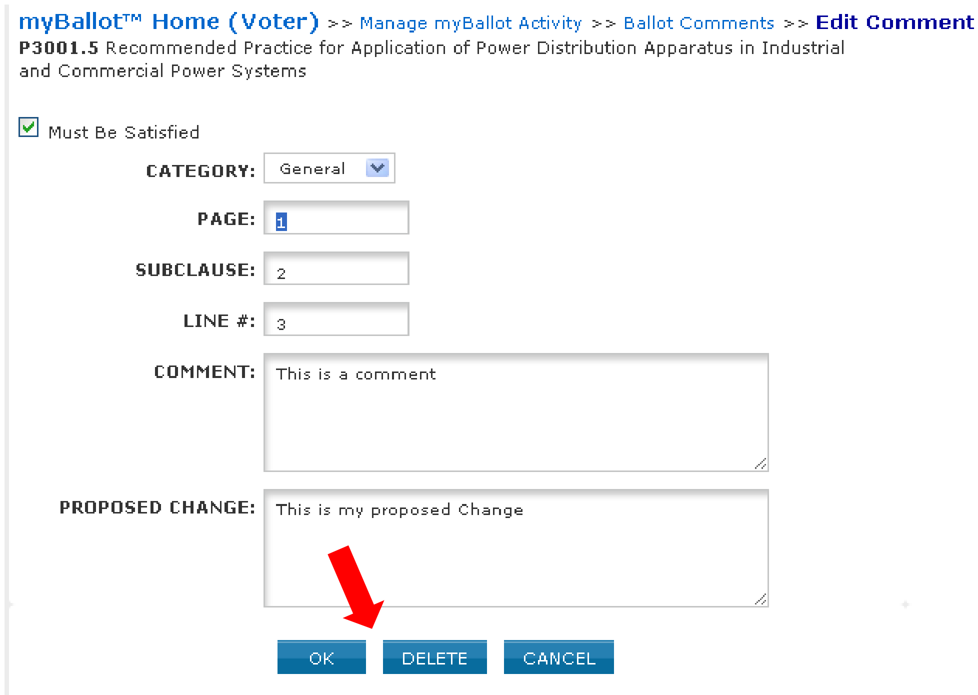
1. On the **myProject**™ Home Screen, click the "**Balloting**" tab.
2. If you have sponsor authority (e.g. sponsor chair, working group chair, sponsor ballot designee), select "**myBallot Home (Voter)**".
3. Select "**Manage myBallot Activity**".



4. Click the "**Comments**" button next to an open ballot to bring up a list of the comments you have made.

5. Click “**edit**” next to the comment you would like to edit/delete.

6. Edit any of the comment fields and click “**OK**” to save or click “**DELETE**” to remove the comment entirely.



6.19 *Change (Flip) a vote*

After balloting closes, voters who have voted "Disapprove", may "flip" their vote to either "Approve" or "Abstain" at any time before recirculation or the RevCom meeting.

Applicable users:

- myProject™ users who have voted "Disapprove" on a ballot.

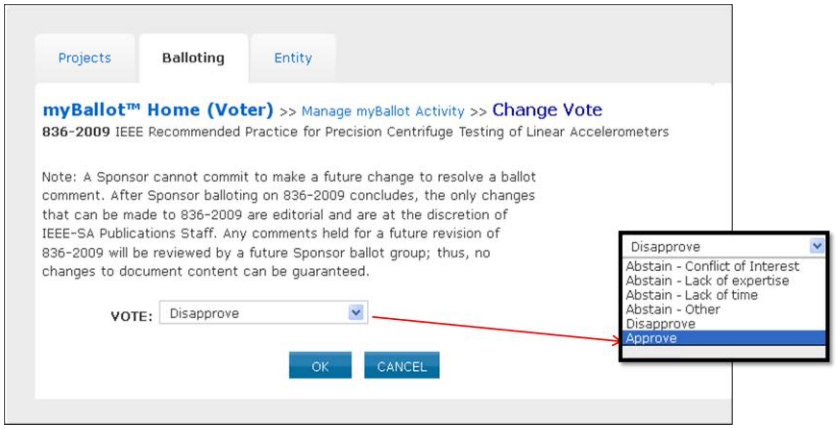
Notes:

- You will receive notification of your vote change. This notification will be included with the RevCom submission.
- You may only change you vote once using this feature. You will not be able to change the vote back to "Disapprove".

Instructions:

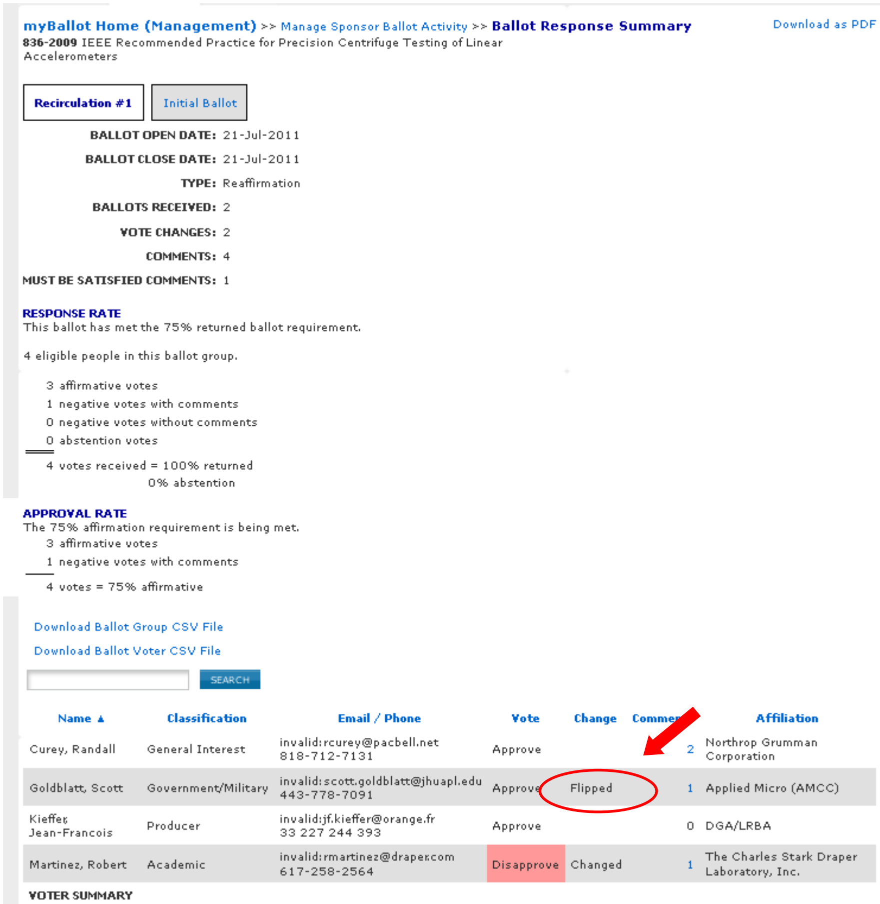
1. On the **myProject**™ Home Screen, click the "**Balloting**" tab.
2. If you have sponsor authority (e.g. sponsor chair, working group chair, sponsor ballot designee), select "**myBallot Home (Voter)**".
3. Select "**Manage myBallot Activity**".
4. Click "**CHANGE VOTE**" next to the vote you would like to flip. This option will only be available if you have voted "disapprove".

5. Select either "Abstain" or "Approve" from the "**VOTE**" menu and click "**OK**".



6. After confirming your change, a message will be sent to you, the Working Group Chair and Sponsor Chair notifying them of the flipped vote. A record of the vote flip will be stored and made available as part of the submission to RevCom.

- Flipped votes will appear as the following:



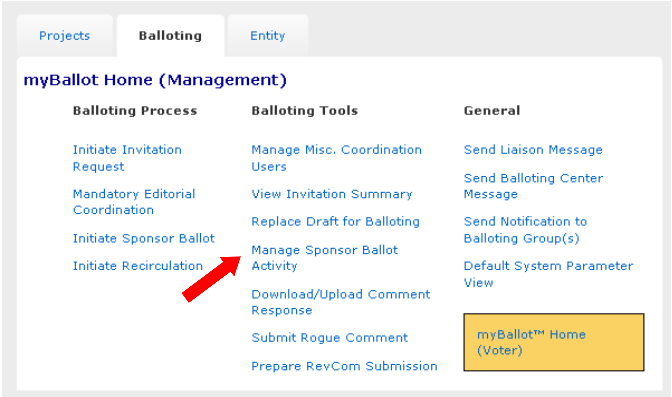
6.20 *View Ballot Summary*

Applicable Users:

- Sponsor Chair, Working Group Chair/Officer

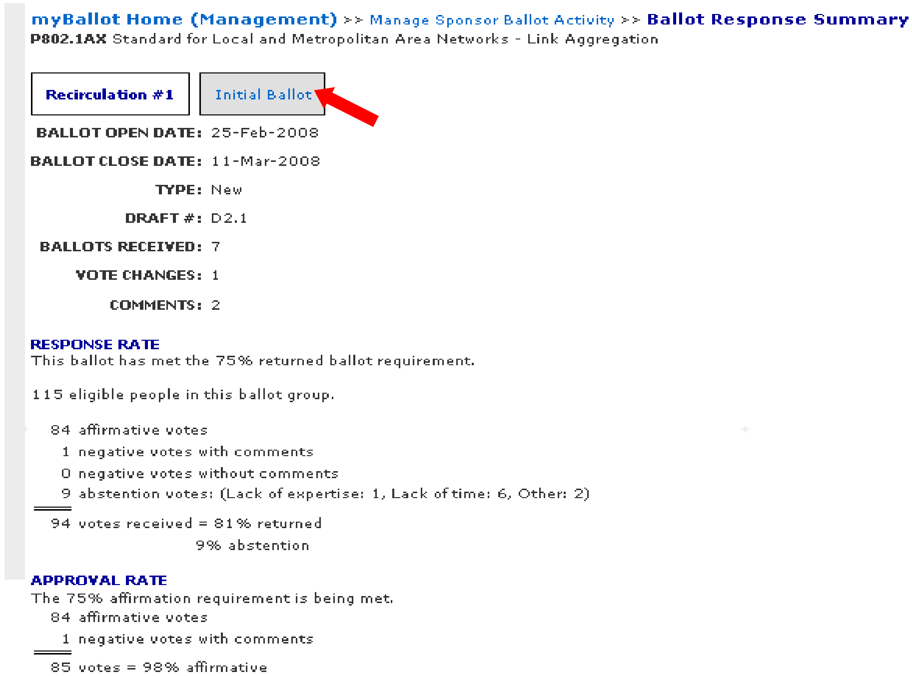
Instructions:

1. On the **myProject**™ Home Screen click the "**Balloting**" tab.
2. Click "**Manage Sponsor Ballot Activity**".

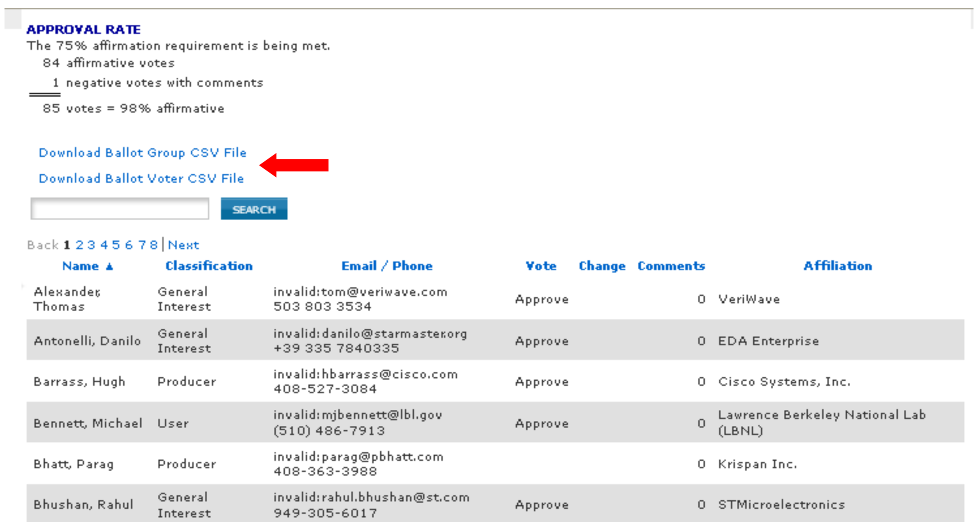


3. You will see all currently active ballots. To view all ballots, check "**Include Inactive Ballots**".
4. Click on the number under the "**# of Balloters**" column for the ballot you would like to view a summary of.

5. Click on "**Initial Ballot**" or the recirculation to view the results from that round of balloting.



6. To download the selected results, click "**Download Ballot Group CSV File**" (includes entire ballot group) or "**Download Ballot Voter CSV File**" (includes only those who have voted).



6.21 *View Ballot Comments*

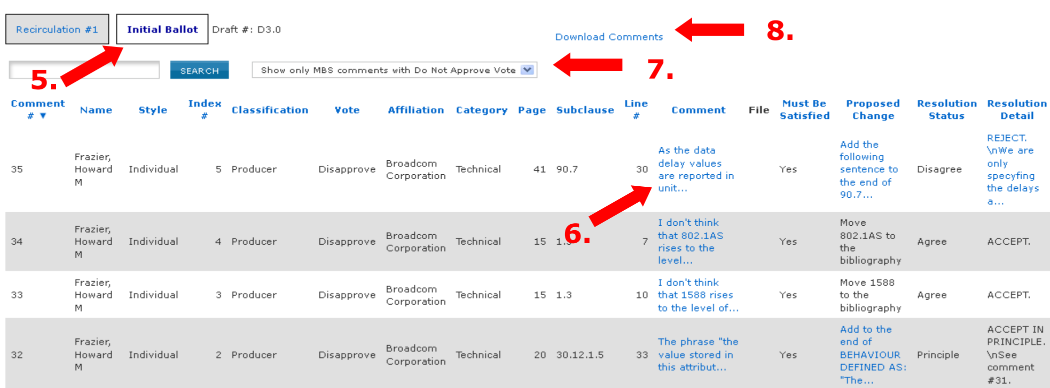
You may view all of the comments that have been made on a ballot, along with the resolution status of each comment after the ballot has closed. During recirculation, comments from previous rounds will be visible.

Applicable Users:

- All myProject™ users who have participated in a ballot.

Instructions:

1. On the **myProject**™ Home Screen, click the "**Balloting**" tab.
2. If you have sponsor authority (e.g. sponsor chair, working group chair, sponsor ballot designee), select "**myBallot Home (Voter)**".
3. Select "**Manage myBallot Activity**".
4. Click the "**Comment"** button next to the ballot you would like to view comments from.
5. To view ballot comments and responses from prior circulations of the ballot (e.g., Initial Ballot, Recirculation 1, Recirculation 2, etc.), click the corresponding link in the box at the top of the page.
6. To see the detailed comment and resolution, click on the comment text.
7. To only show comments that have been marked "must be satisfied", select "**show only MBS comments**…" from the dropdown menu.
8. To download all comments as a .csv file that you can view in a spreadsheet program, click "**Download Comments**".



Comment # ▼	Name	Style	Index #	Classification	Vote	Affiliation	Category	Page	Subclause	Line #	Comment	File	Must Be Satisfied	Proposed Change	Resolution Status	Resolution Detail
35	Frazier, Howard M	Individual	5	Producer	Disapprove	Broadcom Corporation	Technical	41	90.7	30	As the data delay values are reported in unit…		Yes	Add the following sentence to the end of 90.7…	Disagree	REJECT. \nWe are only specyfing the delays a…
34	Frazier, Howard M	Individual	4	Producer	Disapprove	Broadcom Corporation	Technical	15	1.[illegible]	7	I don't think that 802.1AS rises to the level…		Yes	Move 802.1AS to the bibliography	Agree	ACCEPT.
33	Frazier, Howard M	Individual	3	Producer	Disapprove	Broadcom Corporation	Technical	15	1.3	10	I don't think that 1588 rises to the level of…		Yes	Move 1588 to the bibliography	Agree	ACCEPT.
32	Frazier, Howard M	Individual	2	Producer	Disapprove	Broadcom Corporation	Technical	20	30.12.1.5	33	The phrase "the value stored in this attribut…		Yes	Add to the end of BEHAVIOUR DEFINED AS: "The…	Principle	ACCEPT IN PRINCIPLE. \nSee comment #31.

6.22 *Submit Rogue Comment*

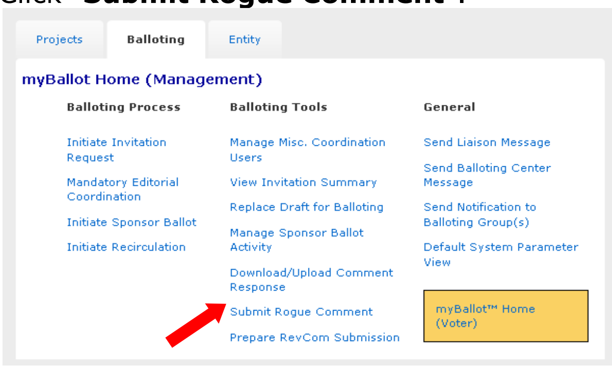
This feature can be used to submit comments that have been received by the Working Group outside of the myProject™ system. These comments cannot be marked as “Must Be Satisfied”, but will become part of the record that is submitted to RevCom.

Applicable Users:

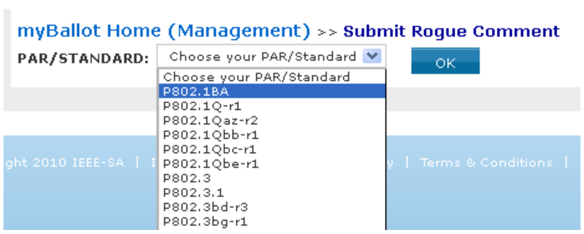
- Sponsor Chair, Working Group Chair/Officer

Instructions:

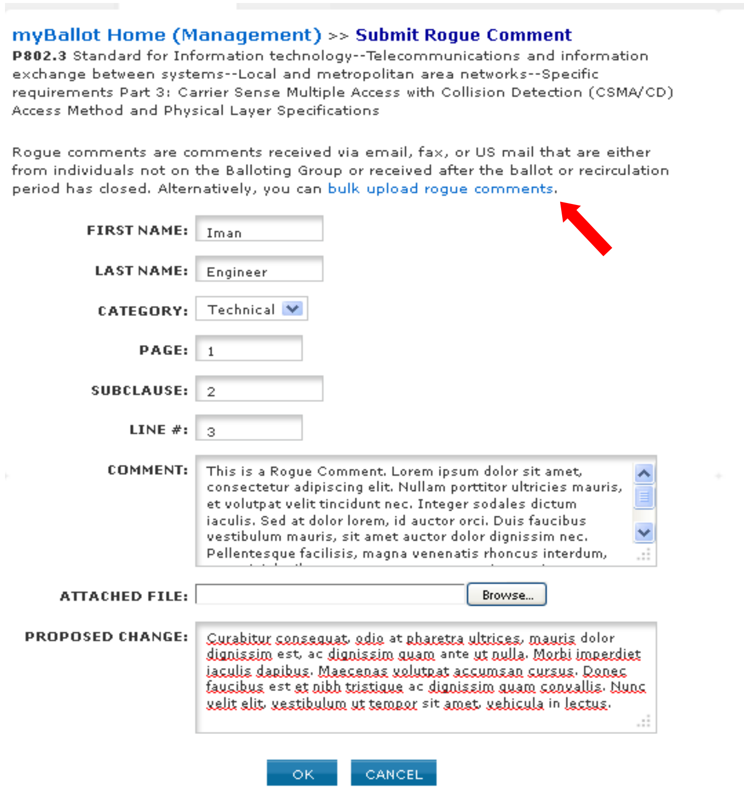
1. On the **myProject**™ Home Screen click the “**Balloting**” tab.
2. Click “**Submit Rogue Comment**”.



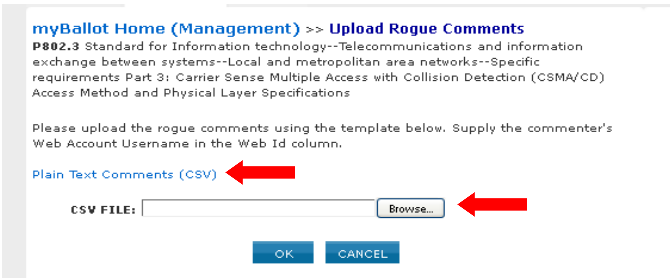
3. Select the PAR/Standard you would like to submit comments for and click “**OK**”.



4. Fill out the form to enter a single comment.
   - You may also upload multiple comments by clicking “**bulk upload rogue comments**”.



- Click "**Plain Text Comments (CSV)**" to download the CSV template and edit the CSV file using any spreadsheet editor and save the file to your computer.
- Click "**Browse…**", select the saved CSV file and click "**OK**" to upload.



5. Click "**OK**" to submit the comment.

6.23 *Comment Disposition*

6.23.1 *Disposition Status Definitions*

The IEEE-SA has not defined the meaning of the Disposition Status to give a leeway to the committee. Here are some guidelines:

Accepted – The committee agrees with the comment and implements change exactly as suggested.

Revised – The ballot disposition committee accepts the suggested remedy in principle. This means that the ballot disposition committee will make a change to the draft based on a revision of the suggested remedy. The Disposition Detail field shall provide sufficient detail for ballot group members to understand the revision of the suggested remedy provided by the commenter.

Rejected – The ballot disposition committee does not accept the suggested remedy. The Disposition Detail field shall provide sufficient detail for ballot group members to understand the rationale for this rejection.

The following disposition status values are obsolete beginning 1 June 2011: For all initial and recirculation ballots in process at the time of the roll-out (1 June 2011), the "OLD" Disposition Status options will be used. For all ballots that start after the roll-out (initial and recirculation), only the "NEW" Disposition Status options will be used.

For bulk comment files, here are the find/replace operations you may need to do if you completed the field with "old" responses and need to convert to "new" responses.
(1) Highlight the Disposition Status column and perform the 'find/replace' procedure with the following:
(2) Replace Agree with Accepted.
(3) Replace Principle with Revised
(4) Replace Disagree, Out of Scope and Unresolvable with Rejected
*NOTE: Verify that the Disposition Details are accurate or make sense after the replacements are made. Suggest adding the text "out of scope" for "unresolvable" to the Disposition Details where applicable

Disagree/D: committee does not agree with the comment.

Out of Scope/OOS: comment may refer to something that is not available for comment at this time /comment is outside of the scope of the document or recirculation. Note: The section of the document that was not commented on the first review is recognized as approved section and the negative comment on the recirculation may not be recognized unless majority of WG/BRC (Ballot Disposition Committee) feels the need to address the comment.

Principle/P: committee agrees in theory but does not agree with the change or the other way around. In any case, a detail response needs to be made to state your action.

Unresolvable: comment cannot be resolved (may be too broad or vague) or the chair has unsuccessfully attempted to contact the commenter to resolve the issue.

6.23.2 *Respond To Ballot Comments Individually*

Applicable Users:

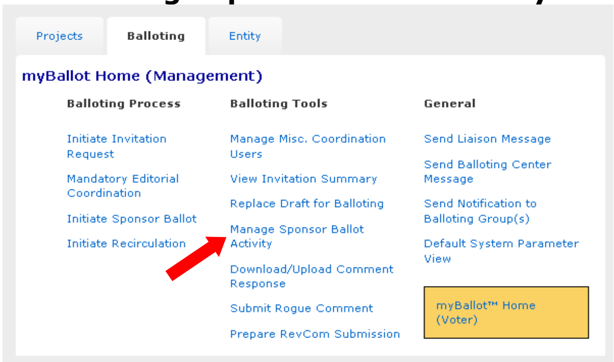
- Working Group Chair, Sponsor Ballot Designee

Notes:

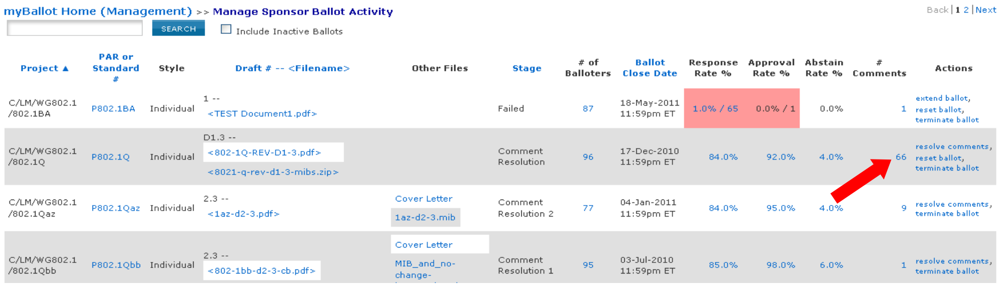
- All comments must be responded to. The response should show that the comment was seriously considered (myProject will accept a disposition status without any detail but RevCom will look for the details).

Instructions:

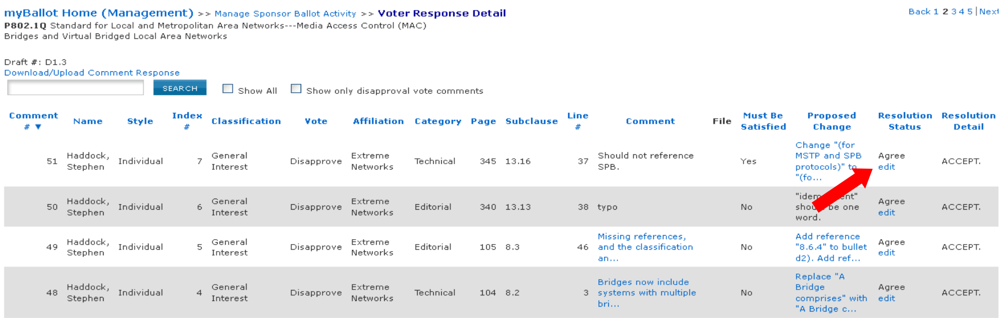
3. On the **myProject**™ Home Screen click the "**Balloting**" tab.
4. Click "**Manage Sponsor Ballot Activity**".



5. Find the project you want to manage and click the number under the "**Comments**" column to view the comments.



6. Click the "**edit**" link under "Disposition Status" for the comment you would like to respond to.



7. Select the applicable disposition status from the drop-down menu and enter a description of the disposition.
8. Click "**OK**".

<u>*To download comments and prepare responses offline:*</u>

1. Click Download/Upload Comment Response
2. See **Sec. 6.23.3** Step 3.

6.23.3 Download Comments Disposition File

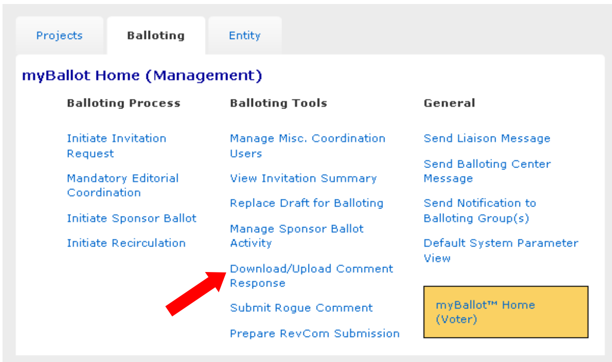
This option allows officers the ability to respond to comments offline and then upload them.

<u>Applicable Users:</u>

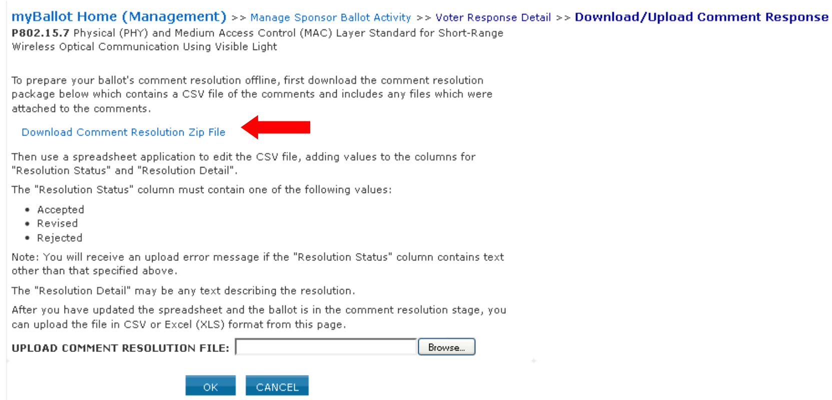
- Working Group Chair, Sponsor Ballot Designee

<u>Instructions:</u>

1. On the **myProject**™ Home Screen click the "**Balloting**" tab.
2. Click "**Download/Upload Comment Response**".



3. Select the PAR # from the drop-down box and click "**OK**".
4. Click "**Download Comments Resolution Zip File**". This will download a .zip file containing a CSV file of the comments and any files that may be attached to the comments.



5. Edit the CSV file using any spreadsheet editor and save the file in either .csv or .xls format.
   - Make sure to only use only the values listed on the download page (Accepted, Revised, Rejected) in the "Disposition Status" column.

6.23.4 *Upload Comments Disposition File*

Applicable Users:

- Working Group Chair, Sponsor Ballot Designee

Notes:

- All comments must be responded to. The response should show that the comment was seriously considered.

Instructions:

1. On the **myProject**™ Home Screen click the "**Balloting**" tab.
2. Click "**Download/Upload Comment Response**".
3. Select the PAR # from the drop down-box and click "**OK**".
4. Click the "**Browse**" button to upload your edited comment disposition file.

5. Click "**OK**"
6. View the comments in myProject and make sure your comments were uploaded correctly (See Sec 6.23.2 for more detail).

6.24 *Initiate Recirculation*

A recirculation is needed when:

- Substantive changes were made since the last balloted draft (whether triggered by comments accompanied with YES or NO votes).
- Comments are received from IEEE-SA editors marked "must be satisfied" (MBS).
- A recirculation resulted in negative votes with new comments within the scope of the recirculation.

On a recirculation, a vote shall be based only on the changed portions of the balloted document, clauses affected by the changes, or portions of the balloted document that are the subject of the unresolved negative votes

Applicable Users:

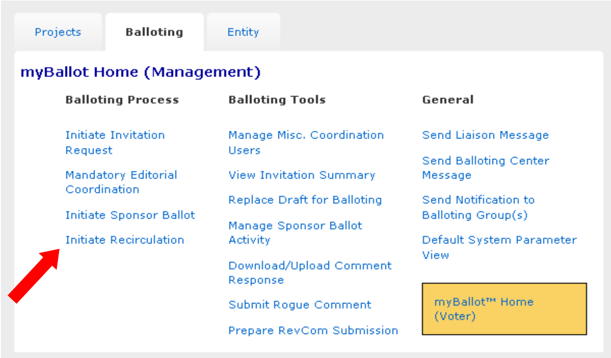
- Sponsor Chair, Standard Representative, Working Group Chair, Sponsor Ballot Designee

Notes:

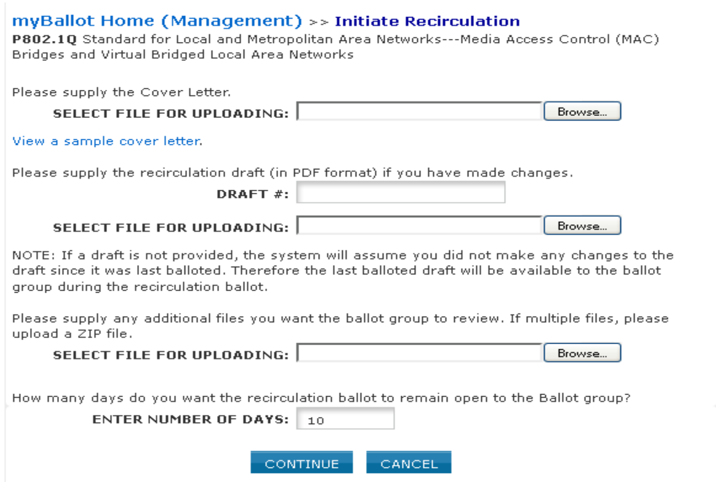
- A cover letter is required.
- The recirculation must be approved by the Staff liaison.

Instructions:

1. On the **myProject**™ Home Screen click the "**Balloting**" tab.
2. Click "**Initiate Recirculation**".



3. Select the PAR from the drop-down box and click "**OK**".
4. Complete the fields, click "**Browse…**" to select files, making sure to include:
    - Cover letter stating the reason for recirculation. Click the "view a sample cover letter" link to view/download a sample cover letter that you can use as a template.
    - Draft number, if changes have been made. This number must match the draft number on the file being uploaded.
    - New draft in PDF format, if changes have been made. If a draft is not provided, the system will assume you did not make any changes to the draft since it was last balloted. If this is the case, the last balloted draft will be available to the ballot group during the recirculation ballot.
    - Additional files you wish the ballot group to review (optional). You can only upload one file; if you want to include multiple files, create a .zip file first and upload that.
    - Number of days you want the recirculation ballot to remain open (minimum 10).



5. Click "**CONTINUE**".
6. Review the Recirculation Ballot Announcement, add any additional messages into the "**Sponsor Text**" box and click "**CONTINUE**".
7. Review the confirmation screen and make changes if needed. When you are done, click "**Submit to Staff Liaison**". Your request for a recirculation ballot will now be sent to your staff liaison.

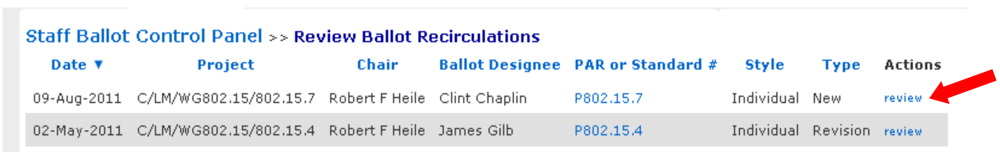
6.25 *Review/Approve Ballot Recirculations*

When an officer initiates a ballot recirculation, it does not automatically open. The Staff Liaison must review and approve the recirculation request to initiate the recirculation.

Applicable Users:
- Staff Liaison

Notes:
- Any changes to the draft should be shown in a marked-up version. A clean version of the new draft is optional.
- Liaisons should check comment resolution statuses and details to make sure they are sufficient before approving the recirculation.

Instructions:
1. On the **myProject**™ Home Screen click the "**Balloting**" tab.
2. Click "**Review Ballot Recirculations**".
3. On this screen you will see all of the ballots recirculations requiring review. To review recirculation documents, click "**review**" next to the ballot recirculation you would like to review.



4. On the next screen, you will be able to review the ballot package.
   - You may review any of the attached files by clicking on the file name.
   - Click "**replace**" or "**delete**" to replace or delete the files.
   - Click "edit" to modify the text going to the ballot group

5. Click "**APPROVE**" or "**REJECT**" to approve or reject the recirculation
6. Click "**OK**" to confirm your choice.

6.26 *Request a Ballot Reset or Termination*

Resetting a ballot will delete any votes and comments made and will return the ballot to at the stage after invitation. Terminating a ballot means that the ballot group has been disbanded. A request will be sent to Balloting Center staff, who will reset or terminate the ballot.

Applicable Users:

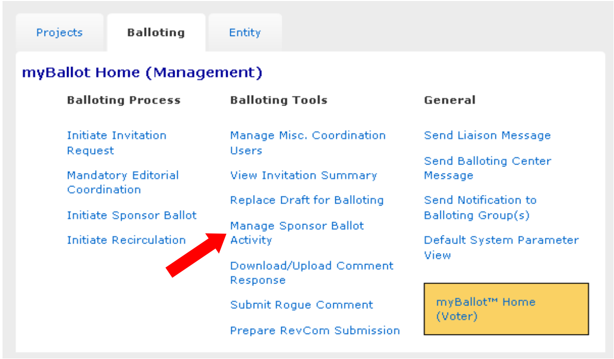
- Sponsor Chair, Standard Representative, Working Group Chair, Sponsor Ballot Designee

Notes:

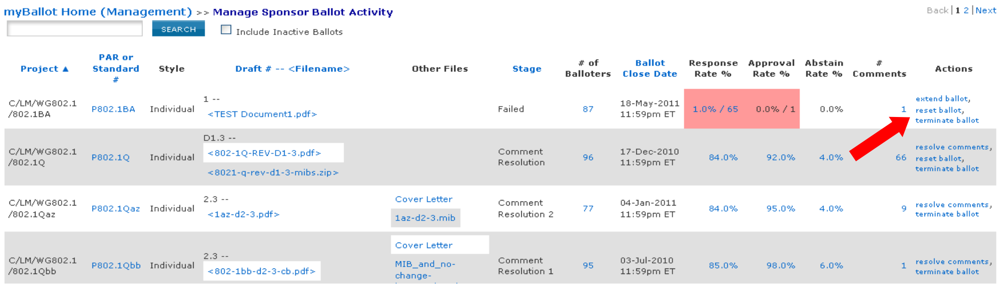
- You must supply a reason for resetting/terminating the ballot.
- When reset, the ballot must be opened again and a draft uploaded but the ballot group will be maintained.
- When reset, even though the number under the column heading "Invitations Sent" will say "0" it does not mean that the ballot pool is not intact.
- A ballot may not be reset after a recirculation has begun.
- When terminated, the ballot must re-start from the invitation stage and all individuals must re-enroll in the ballot at that time.
- You may terminate a ballot at any stage in the balloting process.

Instructions:

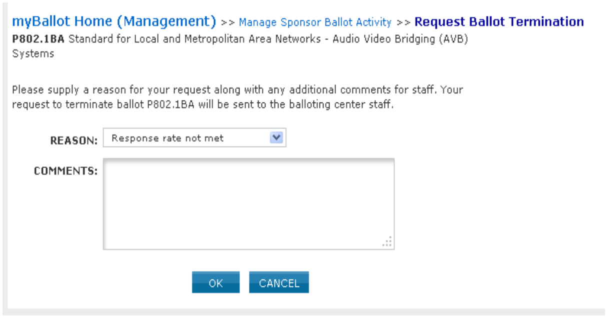
1. On the **myProject**™ Home Screen click the "**Balloting**" tab.
2. Click "**Manage Sponsor Ballot Activity**".



3. Find the ballot you want to terminate and click "**terminate ballot**" or "**reset ballot**" next to it.



4. Select a reason for termination/reset from the drop-down box.
5. Enter a description of your reasons for termination/reset in the "**COMMENTS**" box.



6. Click “**OK**” to submit your request.

6.27 *Terminate/Reset a Ballot*

Resetting a ballot will delete any votes and comments made and will return the ballot to at the stage after invitation. Terminating a ballot means that the ballot group has been disbanded.

Applicable users:

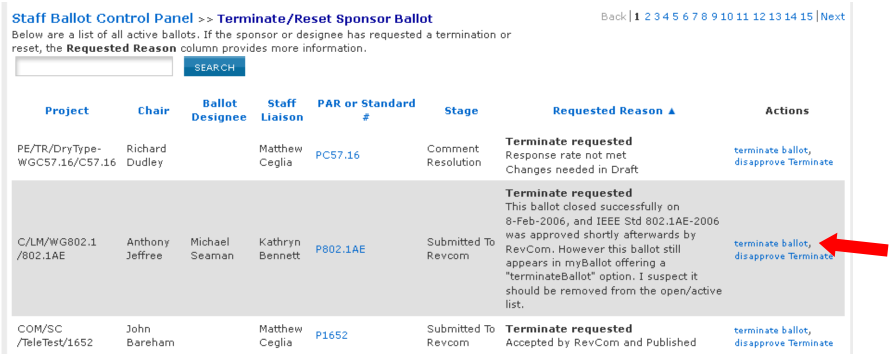
- Ballot Center Staff

Notes:

- You must supply a reason for resetting/terminating the ballot. This reason wil be included in a message to the balloting group.
- When reset, the ballot must be opened again and a draft uploaded but the ballot group will be maintained.
- When reset, even though the number under the column heading "Invitations Sent" will say "0" it does not mean that the ballot pool is not intact.
- A ballot may not be reset after a recirculation has begun.
- When terminated, the ballot must re-start from the invitation stage and all individuals must re-enroll in the ballot at that time.
- You may terminate a ballot at any stage in the balloting process.

Instructions:

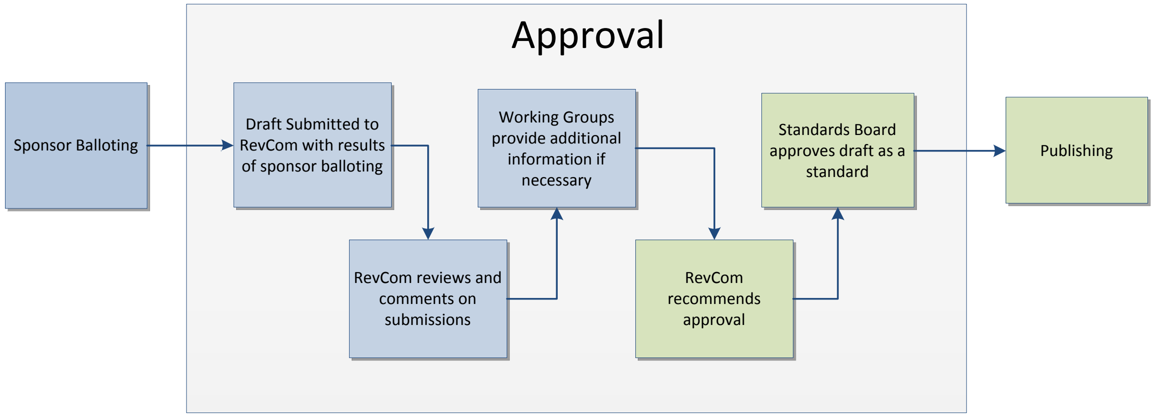
1. On the **myProject**™ Home Screen click the "**Balloting**" tab.
2. Select "**Terminate/Reset Sponsor Ballot**".
3. Review the reasons for termination and click "**terminate ballot**" or "**reset ballot**" next to the ballot to be terminated.



4. Review the reasons for termination/reset, make any changes if necessary and click "**OK**" to terminate/reset the ballot.

7 RevCom Submission and Review

After a draft has been balloted and consensus reached, the project can be submitted for approval. The draft, along with information from the balloting process will be submitted for review by the RevCom (Review Committee). RevCom will then recommend approval of the standard to the Standards Board. Once the Standards Board approves the project, the draft becomes a standard and is ready to be prepared for publishing.



Relevant sections of the myProject™ user guide:

- Draft is Submitted - **7.3 Submit a Project to RevCom**
- RevCom Reviews Submission - **7.8 Vote and Comment on a Submission**
- Working Groups Provide Additional Information - **7.9 View RevCom Submission and Respond to Comments**

7.1 *Enter RevCom Dates*

In order to create a RevCom meeting within myProject™, meeting dates and other deadlines must first be entered.

Notes:

- Users will not be able to submit projects if there are no open agendas.

Applicable Users:

- RevCom Administrator

Instructions:

1. On the **myProject**™ Home Screen click "**RevCom Area**".
2. Click "**Add New RevCom Date**".

3. Enter the "SASB Review Date" and click "**POPULATE DEFAULT DATES**" to automatically generate the other dates.

4. Edit the dates as needed (this can be done at any time).
5. Click "**OK**" to save the dates.

7.2 *Create and Modify an Agenda*

An agenda must be created before submissions can be added to it. Once an agenda is created, RevCom submissions will automatically be added to the appropriate part of the agenda.

Notes:

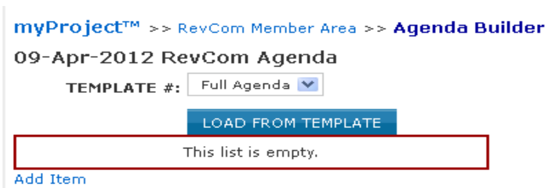
- Users will not be able to submit projects if there are no open agendas.

Applicable Users:

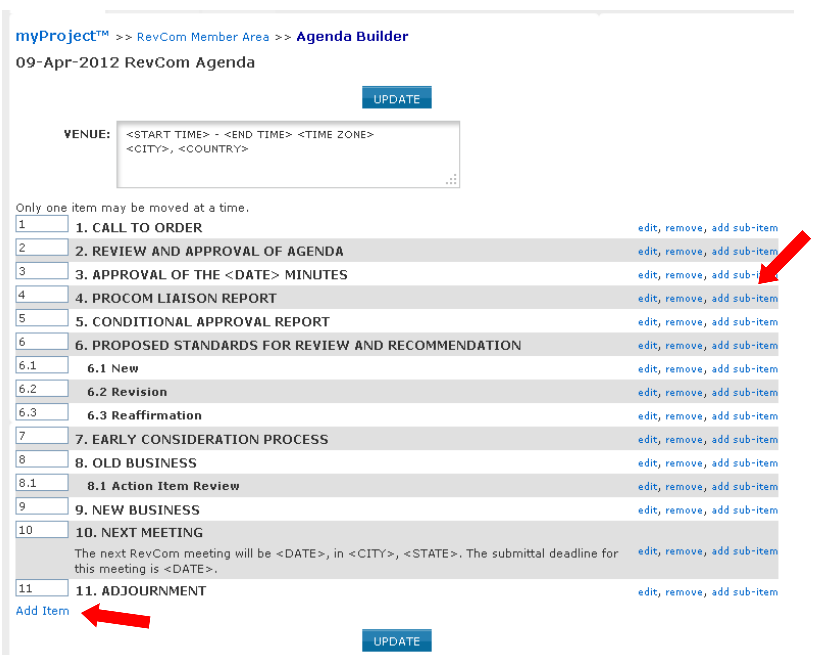
- RevCom Administrator

Instructions:

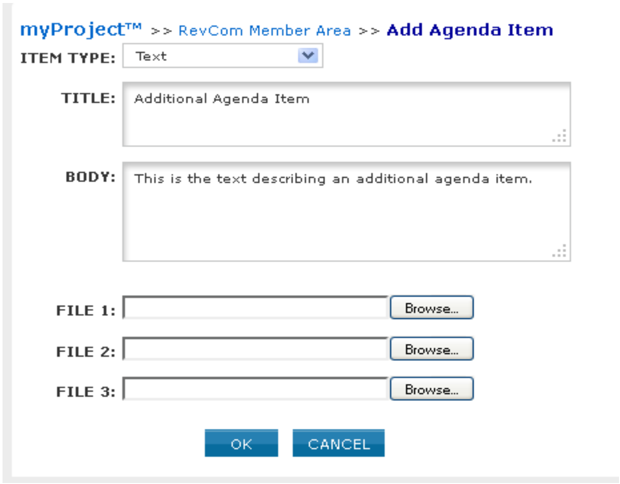
1. On the **myProject**™ Home Screen click "**RevCom Area**"
2. Click "**Agenda Builder**" next to the meeting agenda you would like to create.
3. You can add individual agenda items or start with an agenda template. To load from a template, choose a meeting template and click "**LOAD FROM TEMPLATE**".



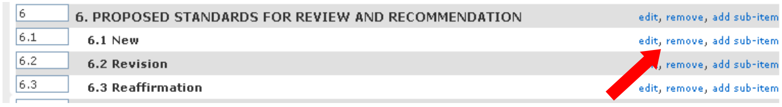
4. To add to the agenda, click "**Add Item**" or "**add sub-item**".



5. Choose "Text" as the item type unless you need submissions to be automatically added to the agenda item.
6. Enter a title and text for the new event and upload any relevant files.



7. Click “**edit**” or “**remove**” to edit or delete items.



7.3 *Submit a Project to RevCom*

A balloted draft may be submitted to RevCom at any time after balloting or during a recirculation. Additional information on requirements for RevCom submission can be found here: http://standards.ieee.org/about/sasb/revcom/revguide.html

Notes:

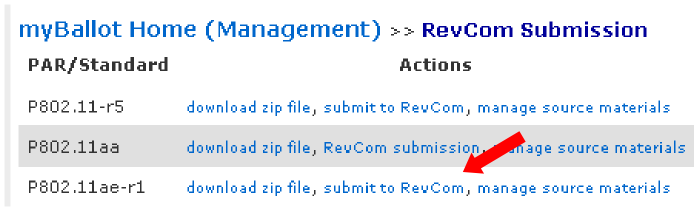
- Additional documents and/or source files may be uploaded at any time. These files will be saved even if you do not complete the submission.
- Source files include the Word or Framemaker files for the draft and all figures created outside of the Framemaker or Word document. These files are **required** and must be sent to editorial staff if they are not uploaded via myProject™.

Applicable Users:

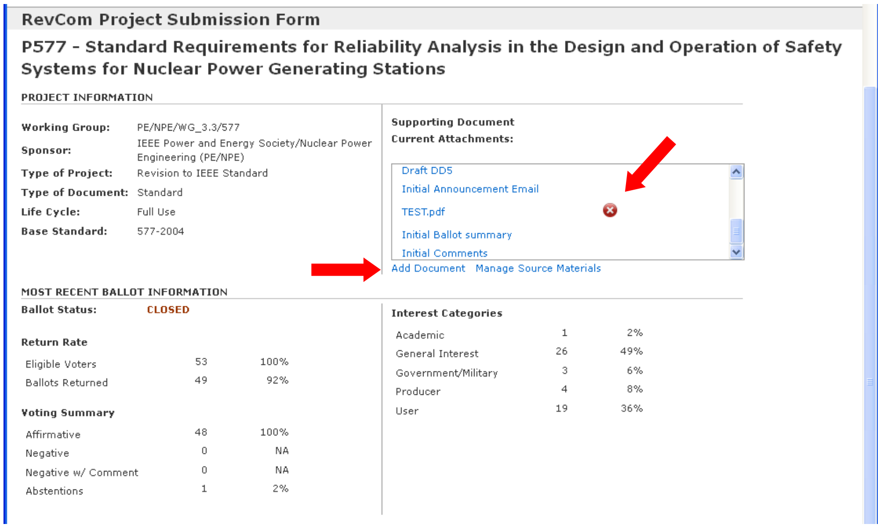
- Sponsor Chair, Standard Representative, Working Group Chair, RevCom Designee

Instructions:

1. On the **myProject**™ Home Screen click "**RevCom Submission**".
2. Click "**submit to RevCom**" next to the PAR/Standard you would like to submit.

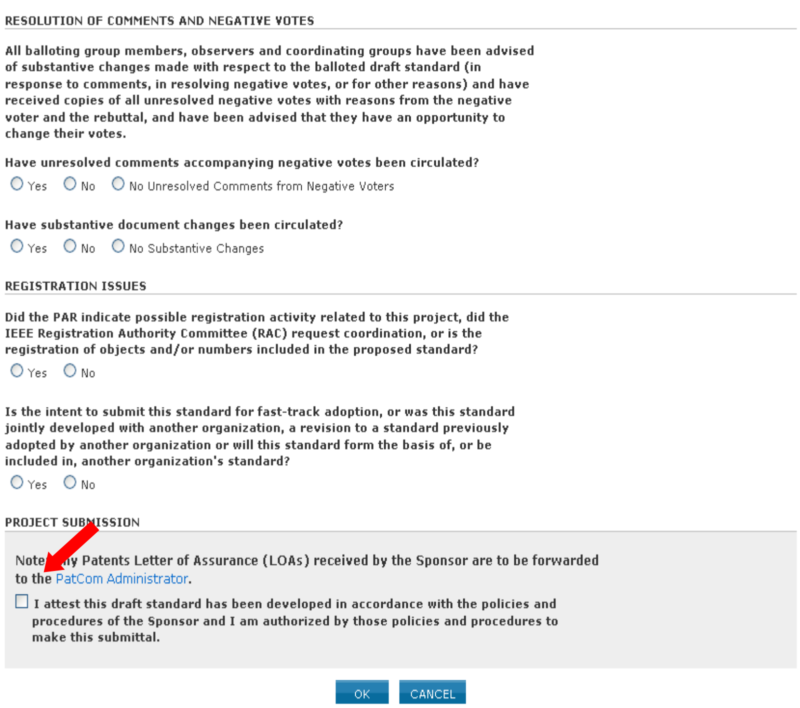


3. You will be presented with a summary screen of your submission to RevCom including results of the last ballot recirculation and a list of files associated with the balloting.
4. Click the file name to download any of the files.
5. Additional files can be added by clicking the "**Add Document**" button.
    a. Do not place document source files in this section
    b. Click "Browse" to select a file for upload and click "OK" to return to the submission form.
    c. Click the "X" to remove any uploaded files.



6. Click "**Manage Source Materials**" to upload source materials.
   a. Click "Browse" to select a file for upload.
   b. Click the "X" to remove any uploaded files.

7. Answer all of the questions on the page by clicking the appropriate button.
8. Check the box to confirm your adherence to policies and procedures and click "**OK**" to complete your submission.



7.4 *Move Agenda Items (Within a Meeting)*

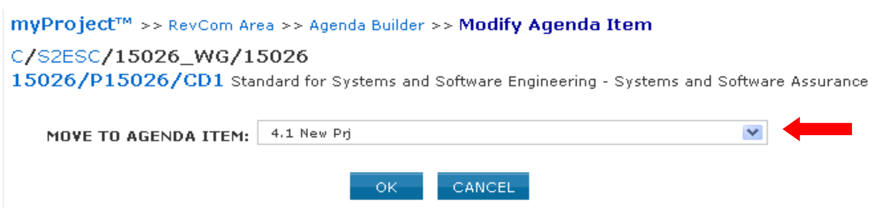
Applicable Users:

- RevCom Administrator

Instructions:

1. On the **myProject**™ Home Screen click "**RevCom Area**"
2. Click "**Agenda Builder**" next to the meeting agenda you would like to edit.
3. Click "**modify**" next to the agenda sub-item you would like to move.

4. Select the Agenda item you would like to move the sub-item onto.



5. Click "**OK**" to move the sub-item.

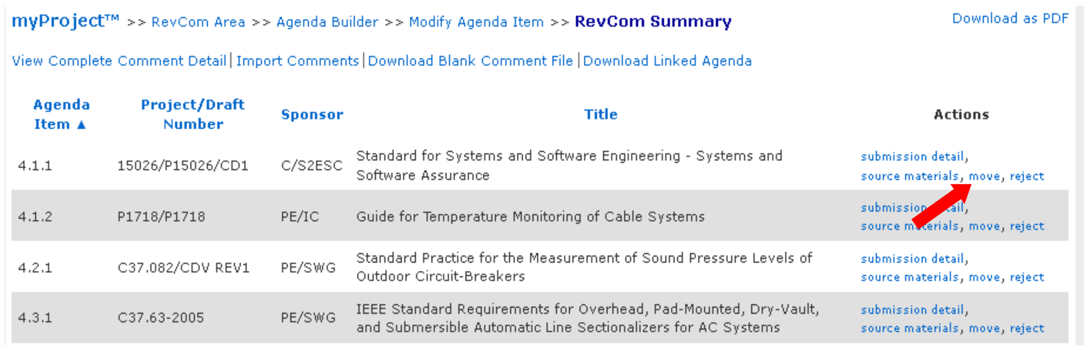
7.5 *Move Submissions (Between Meetings)*

Applicable Users:

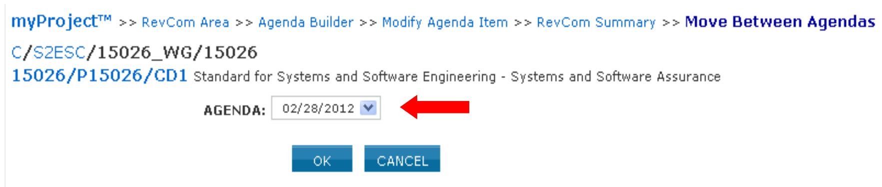
- RevCom Administrator

Instructions:

1. On the **myProject**™ Home Screen click "**RevCom Area**"
2. Click "**Submission Summary**" next to the meeting agenda you would like to edit.
3. Click "**move**" next to the submission you would like to move.



4. Select the agenda from the drop-down menu that you would like to move the submission to.



5. Click "**OK**" to move the submission. The submission should automatically show up in the appropriate section of the new agenda.

7.6 *View or Download an Agenda*

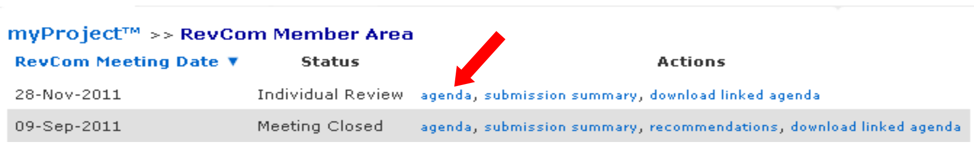
Agendas for meetings that have closed or are in "Individual Review" or "Open Review" will be visible to RevCom members.

Applicable Users:

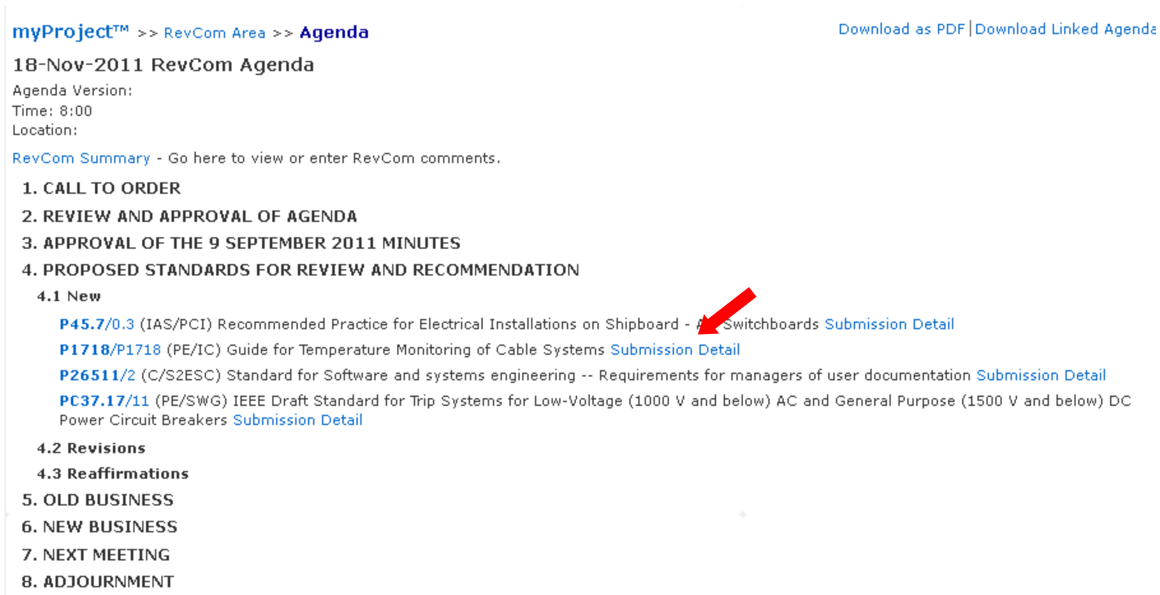
- RevCom Members

Instructions:

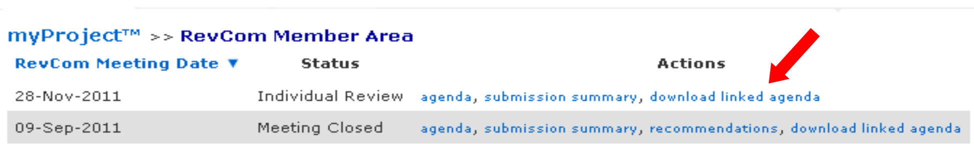
1. On the **myProject**™ Home Screen click the "**RevCom Area"**.
2. Click "**agenda**" next to the meeting you would like to view.



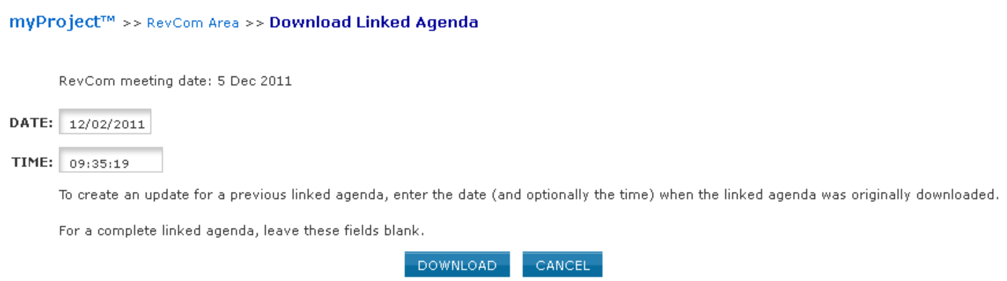
3. To access submission details and files, click "**Submission Detail**".



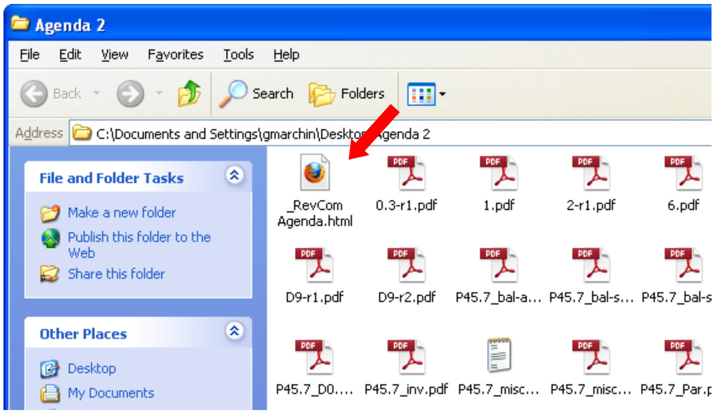
4. To download the agenda along with all associated files, click "**download linked agenda**".



5. Enter the date and time of your last download to get updates to the linked agenda or leave the box blank to download a complete linked agenda. This should be filled in automatically if you have already downloaded an agenda.
6. Click "**DOWNLOAD**".



7. Save the .ZIP file to your computer.
8. Unzip the file to a new folder on your computer using Winzip or other utility.
9. Open the "**RevCom Agenda.html**" file with your web browser.



10. Click on any of the related files in the agenda to open them.

7.7 *Edit Coordination Information*

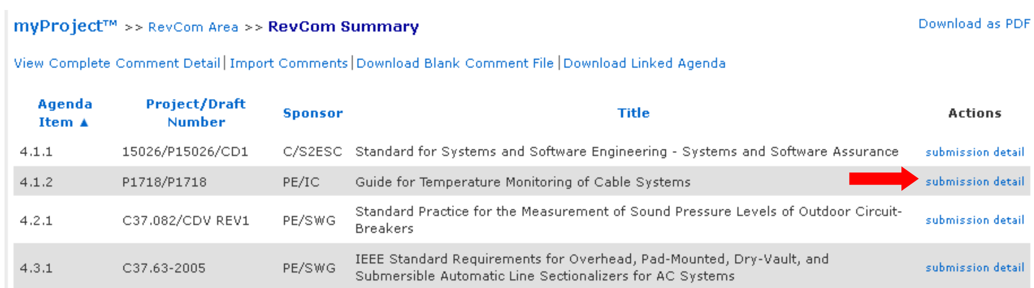
Editorial Staff, RAC staff and SCC14 coordination users should mark their approval or disapproval once they have completed their coordination duties on a project.

Applicable Users:

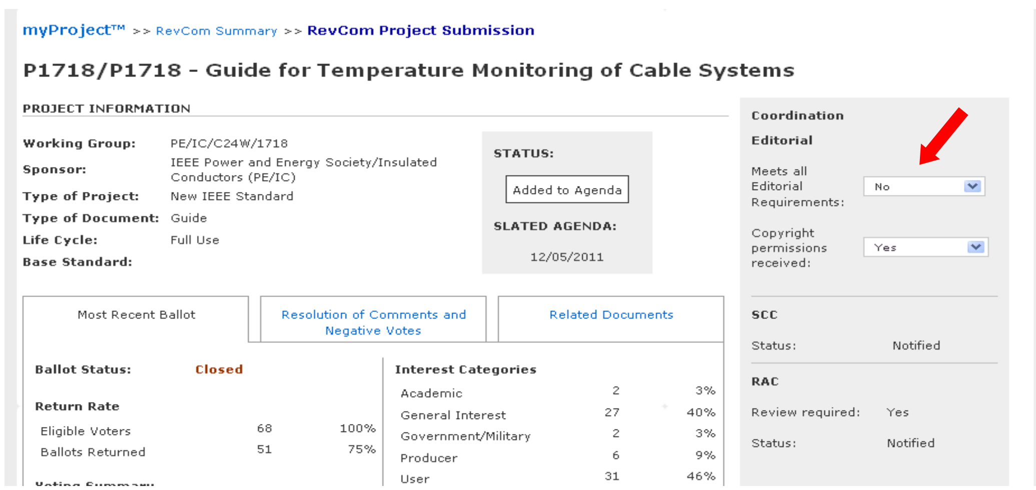
- Editorial Staff, RAC Staff, SCC14 Users

Instructions:

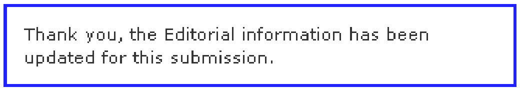
1. On the **myProject**™ Home Screen click the "**RevCom Area**".
2. Click "**submission summary**" next to the meeting agenda that the project requiring coordination is on.
3. Click "**submission detail**" next to the project requiring coordination.



4. Select the appropriate status from the dropdown menu/s. You will only have access to change the status of your type of coordination (editorial pictured below). If you are marking that you are not satisfied, please provide details by leaving a comment. **See 7.8 Vote and Comment on a Submission**.



5. The changes will be recorded when a selection is made. You will see a confirmation at the top of the screen.



7.8 *Vote and Comment on a Submission*

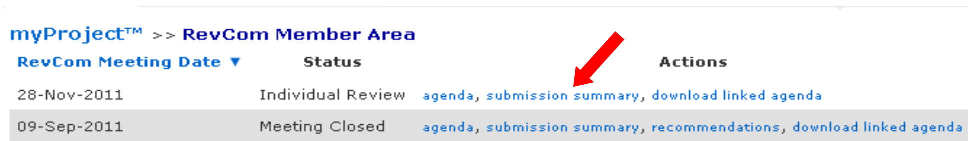
RevCom members may submit comments, dialog with submitters and cast preliminary votes on submissions.

Applicable Users:

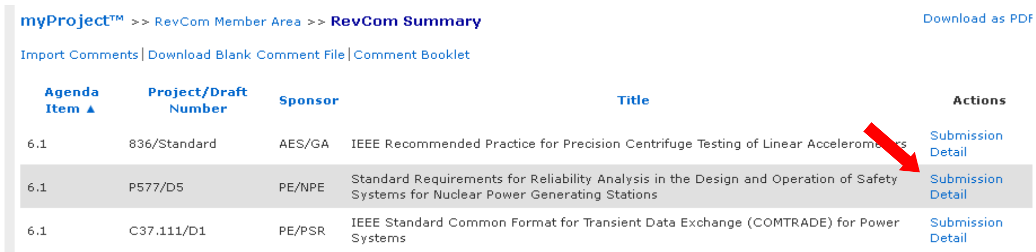
- RevCom Members, IEEE-SA Staff

Instructions:

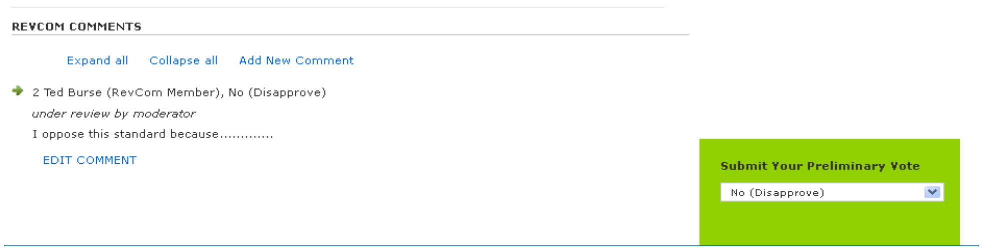
1. On the **myProject**™ Home Screen click the "**RevCom Area**".
2. Click "**submission summary**" next to the meeting that is currently in a review period.



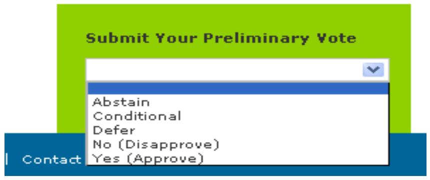
3. Click "**Submission Detail**" to view the details of the submission.



4. From this screen, you can select your vote, make a comment, or reply to an existing comment.



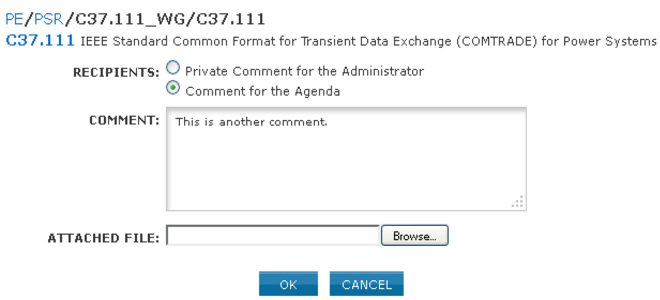
5. To submit a vote, choose your vote from the dropdown menu. Your vote will be recorded without any additional action.



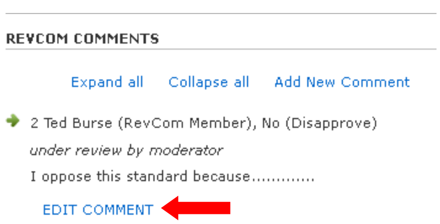
6. Only initial comments will be shown at first. To show entire comment threads, click "**Expand all**". Click "**Collapse All**" to return to the previous view.

7. To add a new comment, click “**Add New Comment**”.

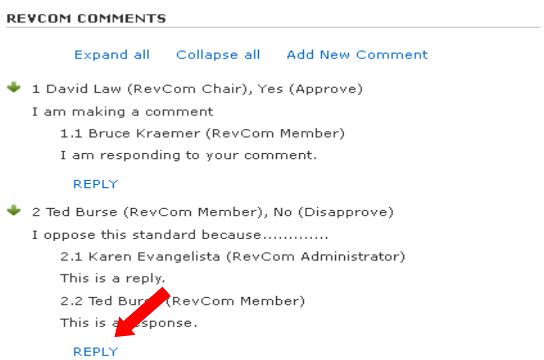
8. Select whether the comment will be private (visible only to the administrator) or be recorded for the agenda, type your comment, attach any relevant files and click “**OK**” to save your comment. Your comments will not be made available until reviewed by the RevCom Administrator.



9. Click “**EDIT COMMENT**” to edit your comment text and/or file after it has been submitted. *This option will only be available until the administrator approves the comment.*



10. Click “**Reply**” to add to a comment thread.



7.8.1 *Import Comments*

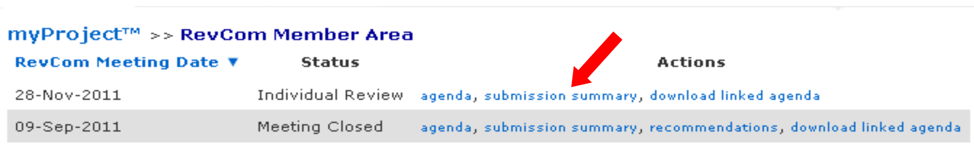
It is also possible to record comments offline in a spreadsheet and upload them when connected to myProject™.

Applicable Users:

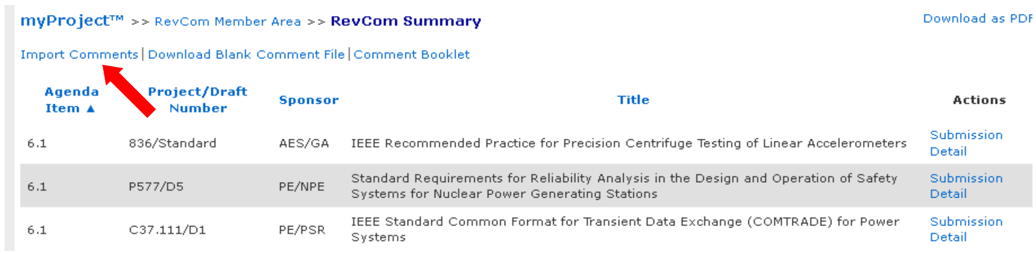
- RevCom Members, IEEE-SA Staff

Instructions:

1. On the **myProject**™ Home Screen click the "**RevCom Area"**.
2. Click "**submission summary**" next to the meeting that is currently in a review period.

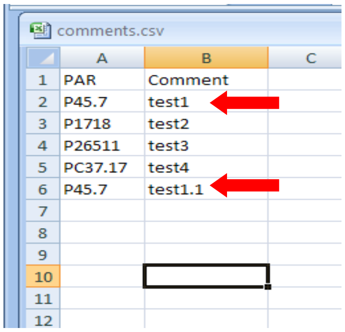


3. Click "**Import Comments"**.

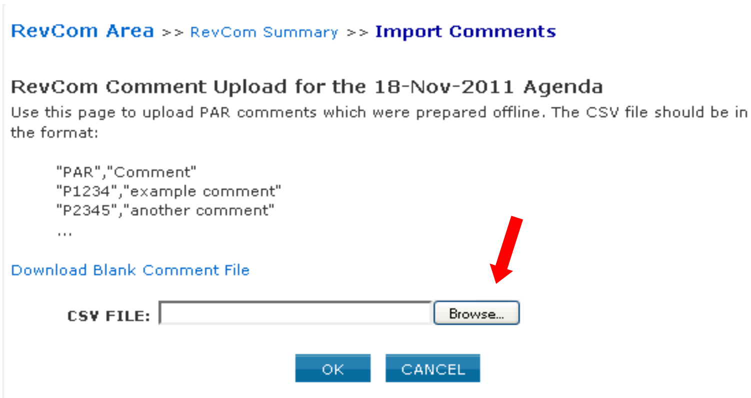


4. Click "**Download Blank Comment File**" and save the file to your computer.

5. Enter your comments next to the relevant PAR.
6. If you would like to make more than one comment per PAR, just copy the PAR number to a new line and enter your comment.



7. Save the file as a .CSV file to your computer.
8. Return to the "Import Comments" page and click "**Browse...**"



9. Locate the .CSV file and click "**OK**" to upload.

7.8.2 *View All Comments*

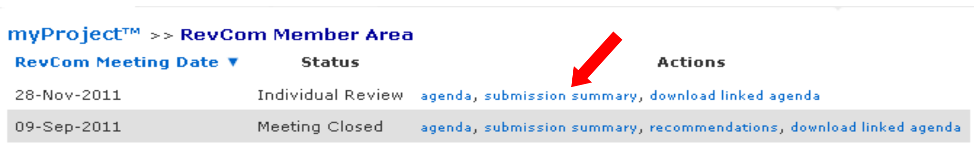
The "Complete Comment Detail" screen allows RevCom members and staff to view all comments for an agenda

Applicable Users:

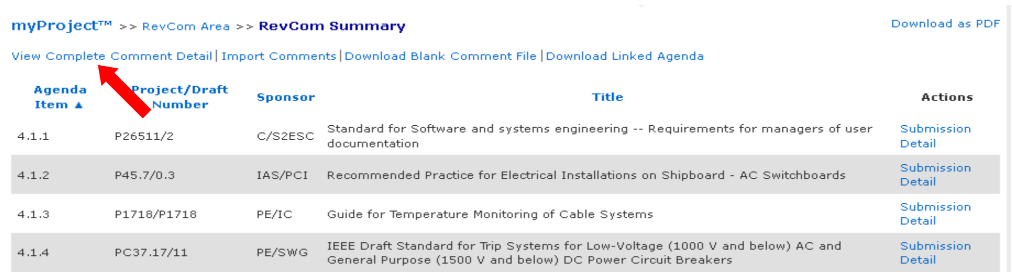
- RevCom Members, IEEE-SA Staff

Instructions:

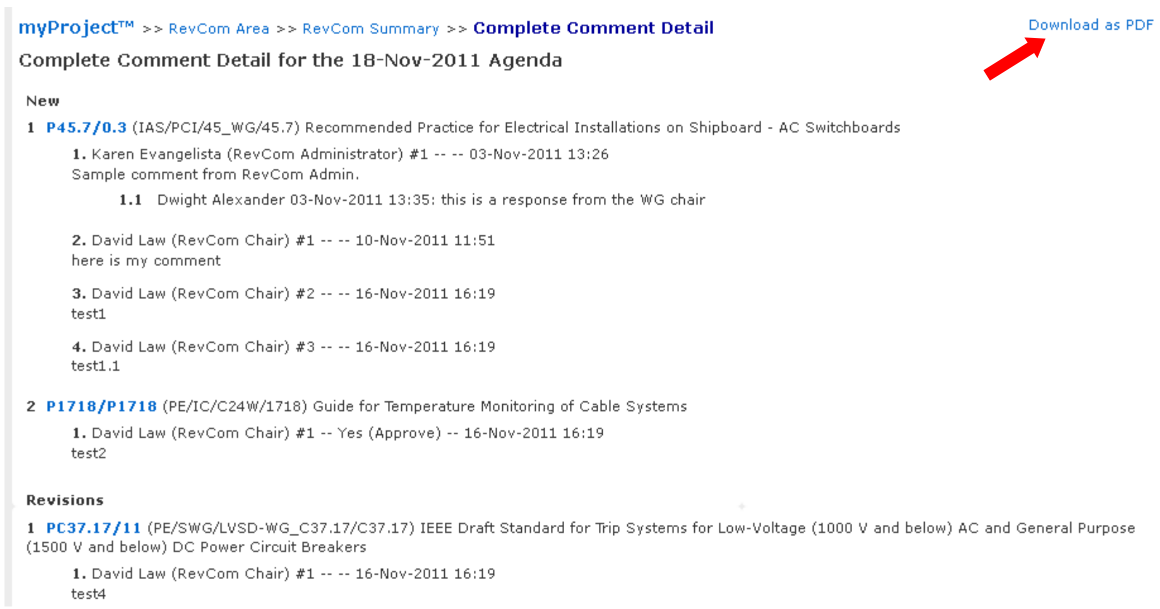
1. On the **myProject**™ Home Screen click the "**RevCom Area"**.
2. Click "**submission summary**" next to the meeting that is currently in a review period.



3. Click "**View Complete Comment Detail"**.



4. All Comments for the meeting agenda will be displayed. Click "**Download as PDF**" to download.



7.8.3 *Approve Comments*

New agenda comments made by RevCom members must be approved by the RevCom administrator before they become visible to submitters and other RevCom members.

Notes:

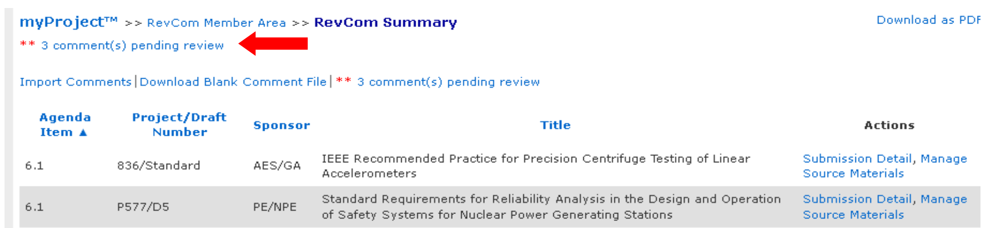
- Approval is only required for new comments. Responses to existing comments will be added to the comment thread without approval.
- Private comments will be sent directly to the RevCom administrator, they are not recorded in the agenda or open to reply and therefore do not require approval.

Applicable Users:

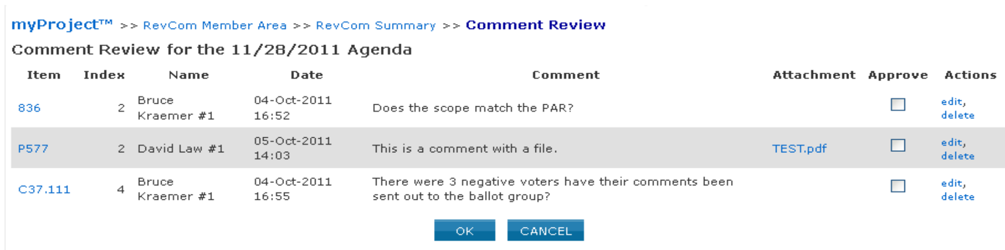
- RevCom Administrator

Instructions:

1. On the **myProject**™ Home Screen click the "**RevCom Area"**.
2. Click "**submission summary**" next to the meeting that is currently in a review period.
3. If there are pending comments, you will see "**comment(s) pending review**" towards the top of the screen. Click on this link to view and approve the comments.



4. Place a check in the "**Approve**" column next to all comments you would like to approve.



5. If you do not want to approve the comment as-is, click "**edit**" or "**delete**" to edit or delete the comments.

myProject™ >> RevCom Member Area >> RevCom Summary >> **Comment Review**

Comment Review for the 11/28/2011 Agenda

Item	Index	Name	Date	Comment	Attachment	Approve	Actions
836	2	Bruce Kraemer #1	04-Oct-2011 16:52	Does the scope match the PAR?		☐	edit, delete
P577	2	David Law #1	05-Oct-2011 14:03	This is a comment with a file.	TEST.pdf	☐	edit, delete
C37.111	4	Bruce Kraemer #1	04-Oct-2011 16:55	There were 3 negative voters have their comments been sent out to the ballot group?		☐	edit, delete

OK CANCEL

7.9 *View RevCom Submission and Respond to Comments*

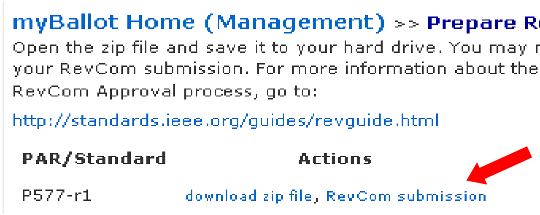
When a Revcom member or RevCom Administrator makes a comment on your submission, you can view the comment and add a response that will be recorded for the agenda.

Applicable Users:

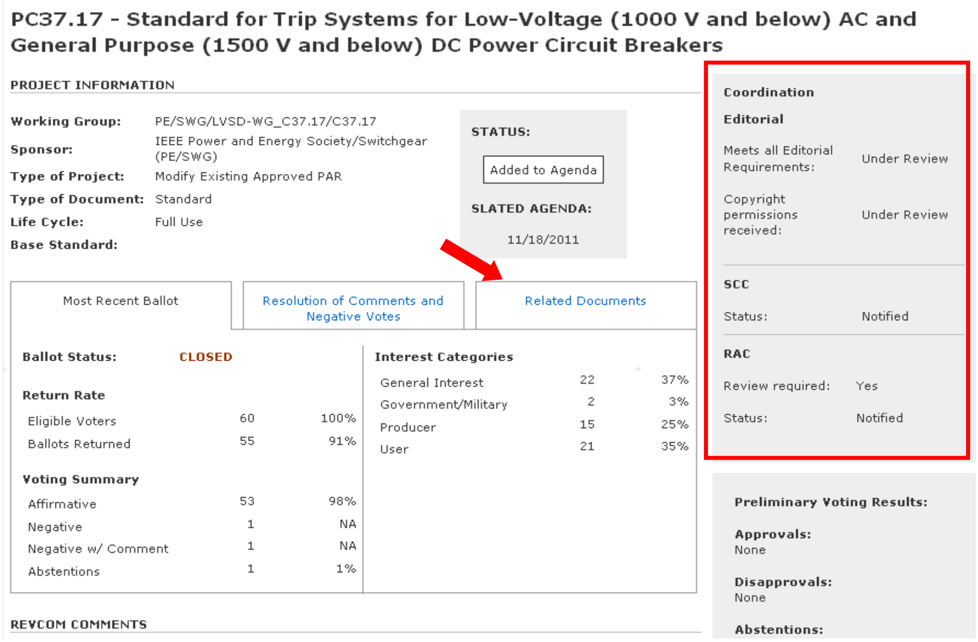
- Sponsor Chair, Standard Representative, Working Group Chair, RevCom Designee

Instructions:

1. On the **myProject**™ Home Screen click the "**Balloting**" tab.
2. Click "**RevCom Submission**".
3. Click "**RevCom submission**" next to the submission you would like to view.

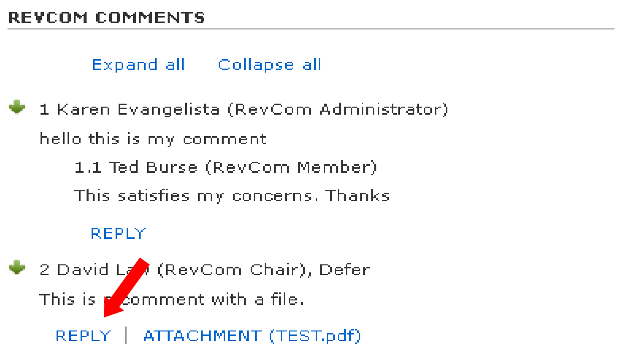


4. You may view all of the details from the submission form, current coordination statuses, preliminary RevCom member votes and comments.
5. You may also upload additional documents and/or source files by clicking on the "**Related Documents**" tab.



6. Comments will be displayed at the bottom of the screen. Click "**Expand all**" to view the entire comment threads.

7. Click "**REPLY**" to add to a comment thread.



8. Add your comment and click "**ADD TO DIALOG**" to save your comment.

7.10 *Return a Submission*

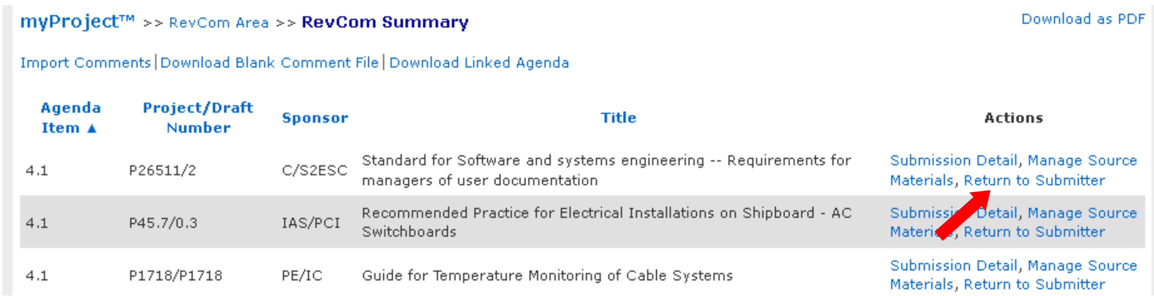
This feature can be used if it becomes necessary to remove a submission from all agendas and return it to the Working Group for submission at a later date.

Applicable Users:

- RevCom Administrator

Instructions:

1. On the **myProject**™ Home Screen click "**RevCom Area"**.
2. Click "**Submission Summary**" next to the meeting containing the submission you would like to return.
3. Click "**Return to Submitter**" next to the submission you would like to return.



myProject™ >> RevCom Area >> RevCom Summary   Download as PDF

Import Comments | Download Blank Comment File | Download Linked Agenda

Agenda Item ▲	Project/Draft Number	Sponsor	Title	Actions
4.1	P26511/2	C/S2ESC	Standard for Software and systems engineering -- Requirements for managers of user documentation	Submission Detail, Manage Source Materials, Return to Submitter
4.1	P45.7/0.3	IAS/PCI	Recommended Practice for Electrical Installations on Shipboard - AC Switchboards	Submission Detail, Manage Source Materials, Return to Submitter
4.1	P1718/P1718	PE/IC	Guide for Temperature Monitoring of Cable Systems	Submission Detail, Manage Source Materials, Return to Submitter

4. Click "**OK**" to confirm returning to the submitter. The project will return to the "**comment resolution**" stage and may be submitted to RevCom again at a later date.

7.11 *Edit Recommendations*

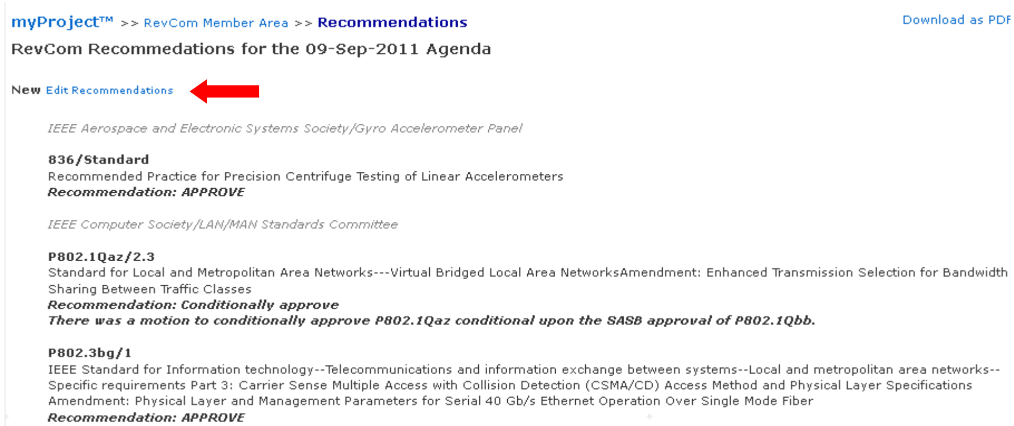
Once the meeting has completed, you may add the recommendations from the meeting to the submissions on the agenda. These recommendations will be available in the agendas of closed meetings and be transferred into the minutes.

Applicable Users:

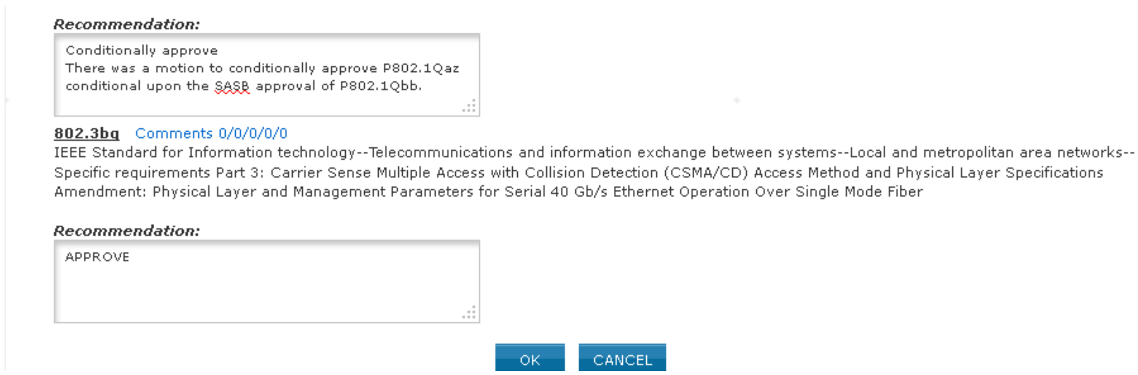
- RevCom Administrator

Instructions:

1. On the **myProject**™ Home Screen click "**RevCom Area"**.
2. Click "**recommendations**" next to the meeting you would like to edit recommendations for.
3. You will see a list of all proposed standards from the meeting agenda along with any recommendations that have already been recorded. To add or edit recommendations, click "**Edit Recommendations**".



4. Type the recommendations in the boxes and click "**OK**" to save.



7.12 *Edit Meeting Minutes*

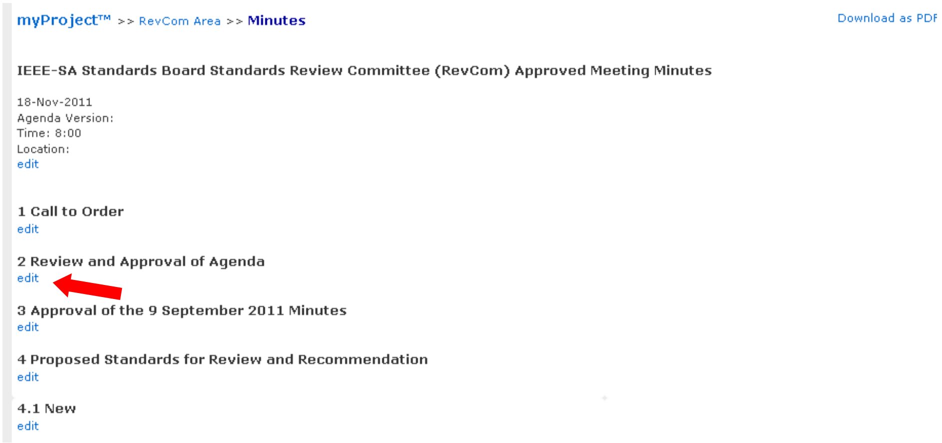
The meeting agenda will be transferred into the meeting minutes. Submissions along with recommendations will be placed in the minutes automatically. Each agenda item will also have an editable text field. Minutes can be downloaded as a PDF.

Applicable Users:

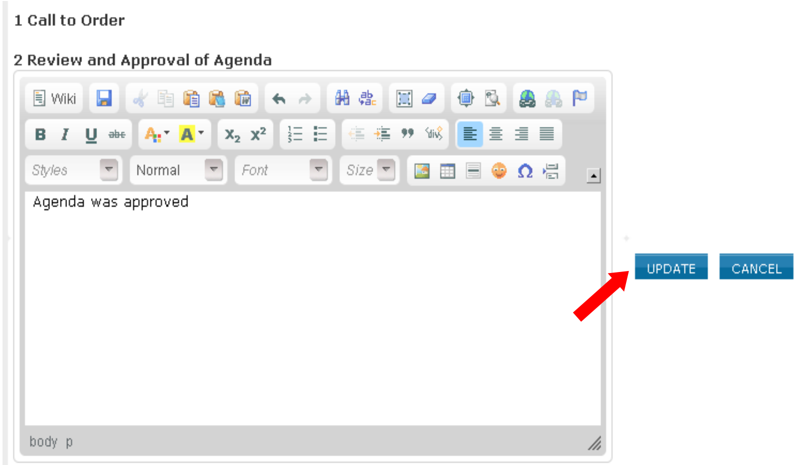
- RevCom Administrator

Instructions:

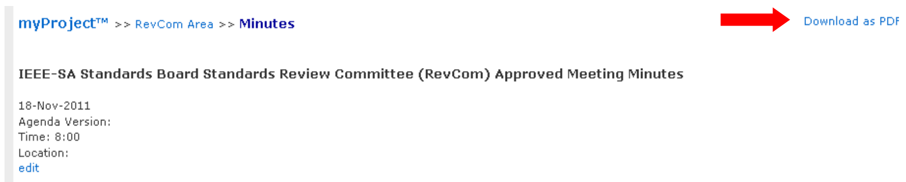
1. On the **myProject**™ Home Screen click "**RevCom Area"**.
2. Click "**minutes**" next to the meeting you would like to edit minutes for.
3. The meeting agenda, along with recommendations that have been entered, will be added to the minutes automatically. To edit the accompanying text, click "**edit**" next to an agenda item.



4. Edit the text using the graphical editor.
5. Click "**UPDATE**" to save the text changes.



6. Click "**Download as PDF**" to generate a PDF copy of the minutes.



7.13 *View Meeting Minutes*

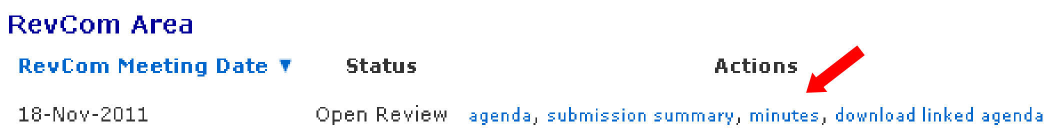
The meeting agenda will be transferred into the meeting minutes. Submissions along with recommendations will be placed in the minutes automatically. Minutes can also be downloaded as a PDF.

Applicable Users:

- RevCom Members, Staff

Instructions:

1. On the **myProject**™ Home Screen click “**RevCom Area”**.
2. Click “**minutes**” next to the meeting you would like to view minutes for.



3. Click “**Download as PDF**” to generate a PDF copy of the minutes.

8 Additional Staff Features

8.1 View Funded Projects

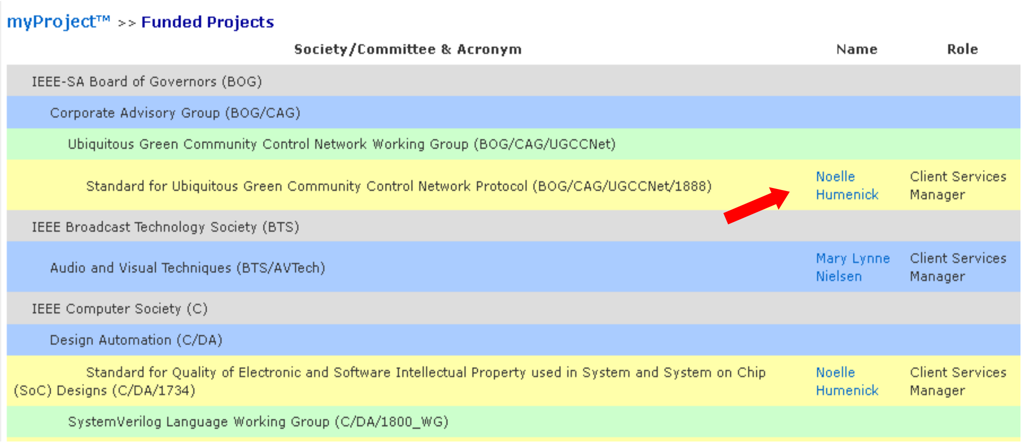
This feature shows a list of all Sponsors, Working Groups and Projects that have been assigned a Client Services Manager. The names of the Client Services Manager along with additional funded projects staff will also be displayed.

Applicable Users:

- General Staff

Instructions:

1. On the **myProject**™ Home Screen click "**Funded Projects**".
2. Click on a name to see details and all roles for that individual.



myProject™ >> Funded Projects

Society/Committee & Acronym	Name	Role
IEEE-SA Board of Governors (BOG)		
Corporate Advisory Group (BOG/CAG)		
Ubiquitous Green Community Control Network Working Group (BOG/CAG/UGCCNet)		
Standard for Ubiquitous Green Community Control Network Protocol (BOG/CAG/UGCCNet/1888)	Noelle Humenick	Client Services Manager
IEEE Broadcast Technology Society (BTS)		
Audio and Visual Techniques (BTS/AVTech)	Mary Lynne Nielsen	Client Services Manager
IEEE Computer Society (C)		
Design Automation (C/DA)		
Standard for Quality of Electronic and Software Intellectual Property used in System and System on Chip (SoC) Designs (C/DA/1734)	Noelle Humenick	Client Services Manager
SystemVerilog Language Working Group (C/DA/1800_WG)		

8.2 *Send Broadcast Notification*

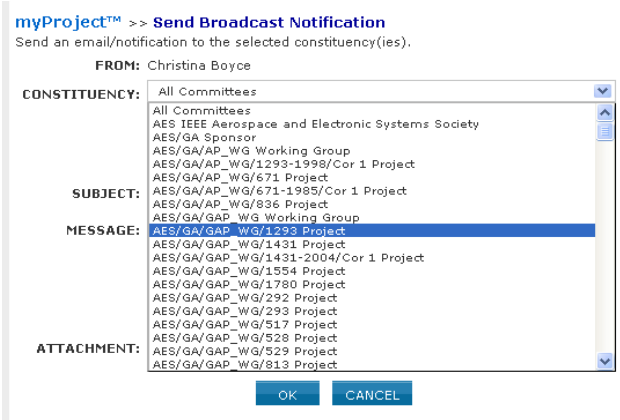
The "Send Broadcast Notification" feature can be used to send a message through myProject™ to all users or a specific subset of users.

Applicable Users:

- All Staff Users

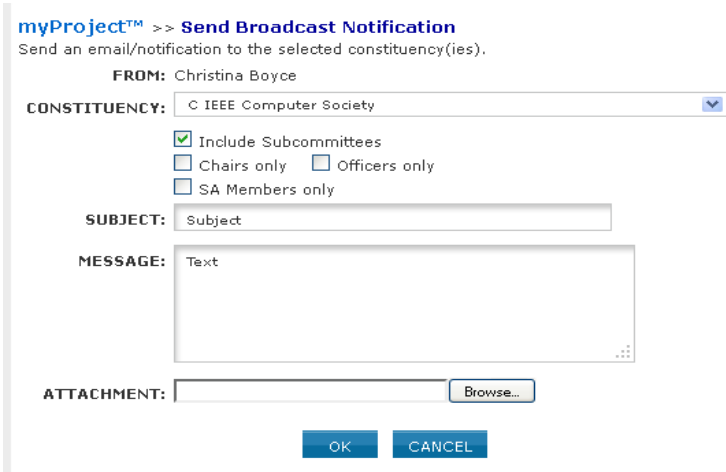
Instructions:

1. On the **myProject**™ Home Screen click "**Send Broadcast Notification**".
2. Select a particular society, sponsor, or working group, to send a notification to all users who have added that group to their activity profile or select "**All Committees**" to send notifications to all listed constituencies.

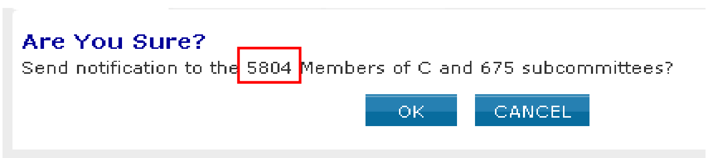


3. Check the "**Include Subcommittees**" box to send the notification to all subcommittees of the selected constituency (e.g. if a Sponsor Committee Is selected, all users interested in the Sponsor Committee as well as associated Working Groups and Projects will be notified). If you do not select this box, only users interested in the selected constituency itself will be notified (e.g. if a Sponsor Committee Is selected, only users interested in the Sponsor Committee will be notified).
4. Check the "**Chairs Only**" box to only send the notification to chairs of the selected constituency/constituencies.
5. Check the "**Officers Only**" box to only send the notification to officers of the selected constituency/constituencies.
6. Check the "**SA Members Only**" box to only send the notification to SA Members who are interested in the selected constituency/constituencies.

7. Enter a subject, enter your message text and attach a file if applicable. *Only one attachment is allowed.*
8. Click "**OK**".



9. You will see a confirmation screen showing the number of unique individuals who will be receiving the notification. *Users interested in multiple constituencies will not receive duplicate notifications*. Click "**OK**" to send the notification.



8.3 *Act As User*

It is possible, if necessary, for a staff user to act as another user for technical support reasons, to view information or make changes that cannot be done through regular staff access.

<u>Applicable Users:</u>

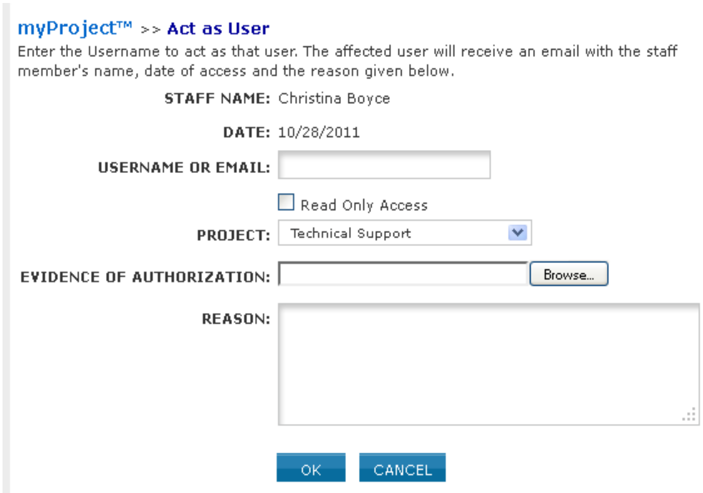
- All Staff Users (limited access), ODB Staff (Full Access)

<u>Notes:</u>

- Only ODB staff will have full read/write access to all users
- Staff Liaisons may act as other Staff Liaison Users with full read/write permission.
- Other staff users will only have read access to non-staff users

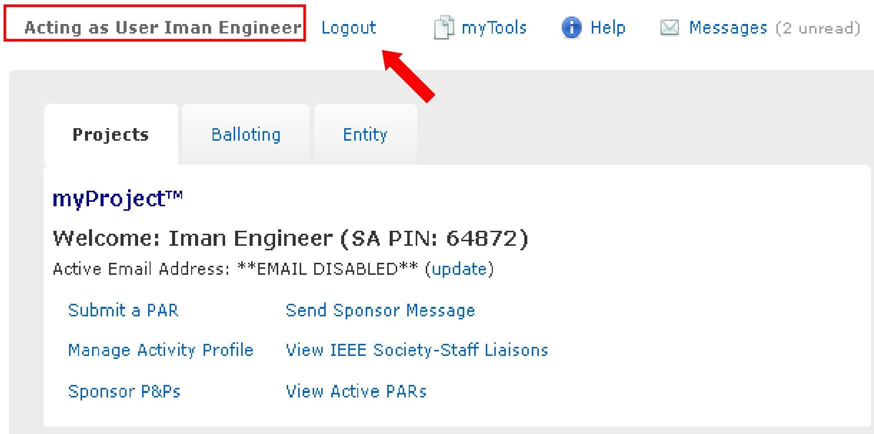
<u>Instructions:</u>

1. On the **myProject**™ Home Screen click "**Act as User**".
2. Type the username or email of the user you would like to act as into the "USERNAME OR EMAIL" box.
3. Check the "Read Only Access" box if you do not need to make any changes while acting as the user.
4. Select the project that the access is related to, or select "Technical Support" if you are accessing for support reasons.
5. Add any files to support your access, if applicable.
6. Supply a reason for the access.



7. Click "**OK**" to act as the user. A notification will be sent to the user indicating the staff user who gained access and the reason for that access.

8. Perform the necessary tasks while acting as the user.
9. Click “**Logout**” to return to your normal myProject™ access.



8.4 *Review eProjects Files*

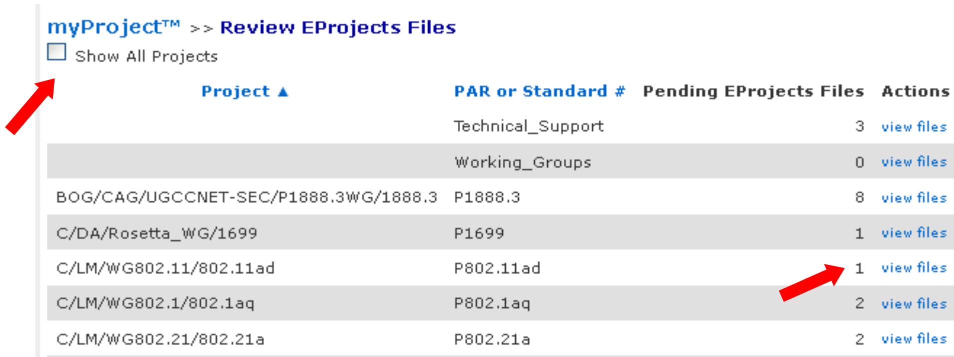
The myProject™ system creates snapshots at important stages during the standards development process. These files will ultimately be stored in the eProjects database, but must first be reviewed.

Applicable Users:

- Governance Staff, Editorial Staff, Project Admin Staff, ODB Staff

Instructions:

1. On the **myProject**™ Home Screen, select "**Review EProjects Files**".
2. You will see all projects with files pending review. To view all projects, check "**Show All Projects**".
3. Click "**view files**" next to the project you would like to review files for.

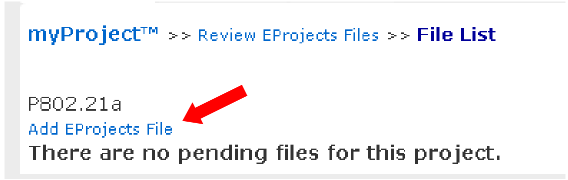


Project ▲	PAR or Standard #	Pending EProjects Files	Actions
	Technical_Support	3	view files
	Working_Groups	0	view files
BOG/CAG/UGCCNET-SEC/P1888.3WG/1888.3	P1888.3	8	view files
C/DA/Rosetta_WG/1699	P1699	1	view files
C/LM/WG802.11/802.11ad	P802.11ad	1	view files
C/LM/WG802.1/802.1aq	P802.1aq	2	view files
C/LM/WG802.21/802.21a	P802.21a	2	view files

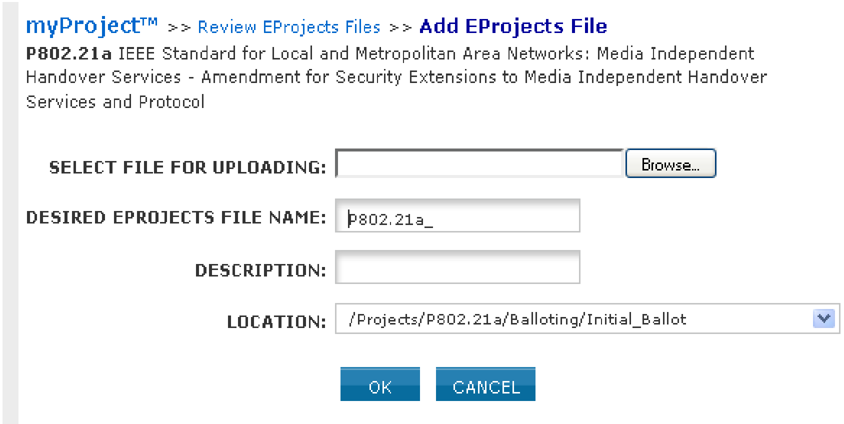
4. Place a check next to individual files you would like to approve, or check the box at the top of the list to select all files.
5. Click "**APPROVE**" to approve the selected files and send them to eProjects.

Date	File ▲	Description	Location
01-Nov-2011	P802.21a_negative-vote-with-no-comment-3-20111101.pdf	negative-vote-with-no-comment 3 days 11/01/2011	/Projects/P802.21a/Balloting /Recirculations
28-Oct-2011	P802.21a_negative-vote-with-no-comment-7-20111028.pdf	negative-vote-with-no-comment 7 days 10/28/2011	/Projects/P802.21a/Balloting /Recirculations

6. Click "**DELETE**" to remove the selected files from myProject™ without sending them to eProjects.
7. Click "**Add EProjects File**" to add additional files to eProjects.



8. Select a file, enter a file name and description, and select a folder where the file should be located once in eProjects.
9. Click "**OK**" to upload the file and add it to the pending list. Additional files must also be approved or deleted using the previous instructions.



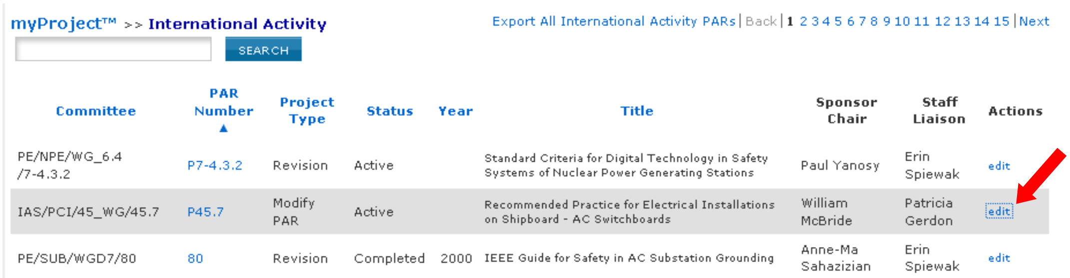
8.5 *View/Edit International Activity Information*

Applicable Users:

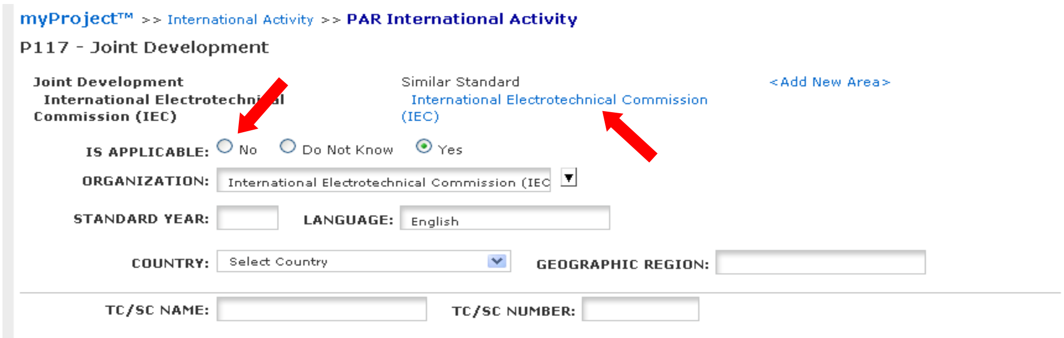
- General Staff (read only), International Staff, ODB Staff (read/write)

Instructions:

1. On the **myProject**™ Home Screen, select "**International Activity**".
2. You will see all projects that have indicated international activity on the PAR (similar standard, adoption, harmonization, joint development, etc.)
3. Click "edit" or "view" (depending on your access level) next to a project to see more information on international activity.



4. The type of activity will be listed at the top of the screen with details below. Click on the organization name highlighted in blue to view any additional activity areas.
5. To remove the activity, select "No" next to "IS APPLICABLE" and click OK.



6. If you would like to add an additional activity area, click "<Add New Area>".

7. Choose an activity type, enter an organization and enter any additional information on the activity.
8. Click "OK" to save the new activity.

8.6 *View a PAR/Standard Report*

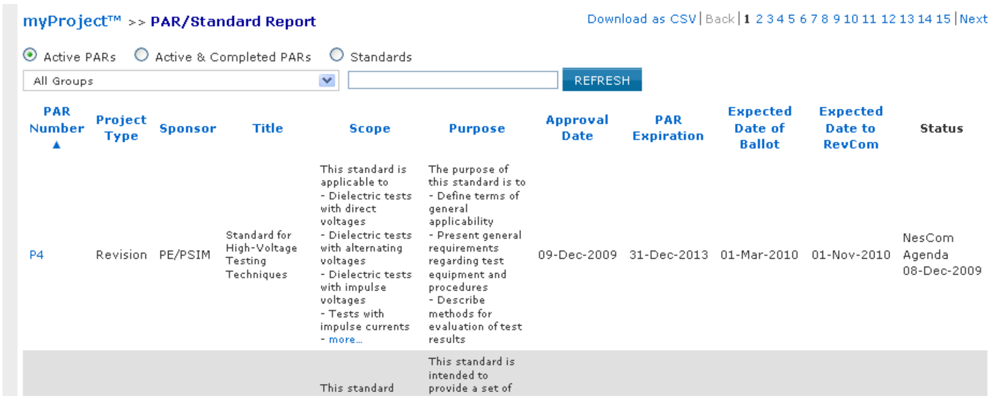
From this screen, it is possible to generate a report of all PARs or standards and sort and filter the report based of several parameters.

Applicable Users:

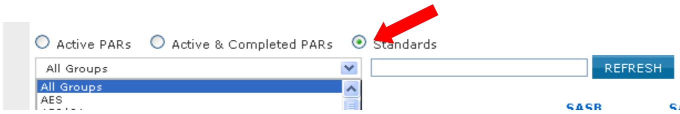
- General Staff

Instructions:

1. On the myProject™ Home Screen click the "**PAR/Standard Report**".
2. You will initially see a list of all active PARs with selected information from the PAR, including: PAR Number, Project Type, Sponsor, Title, Scope, Purpose, Approval Date, PAR Expiration, Expected Date of Ballot, Expected Date to RevCom and Status.

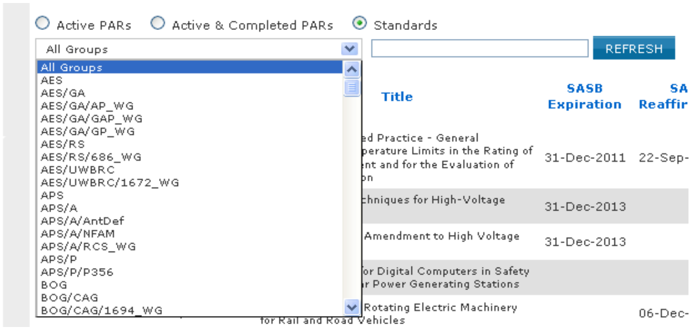


3. To view active and completed PARs or standards, click the button next to "Active & Completed PARs" or "Standards" and click "**REFRESH**".

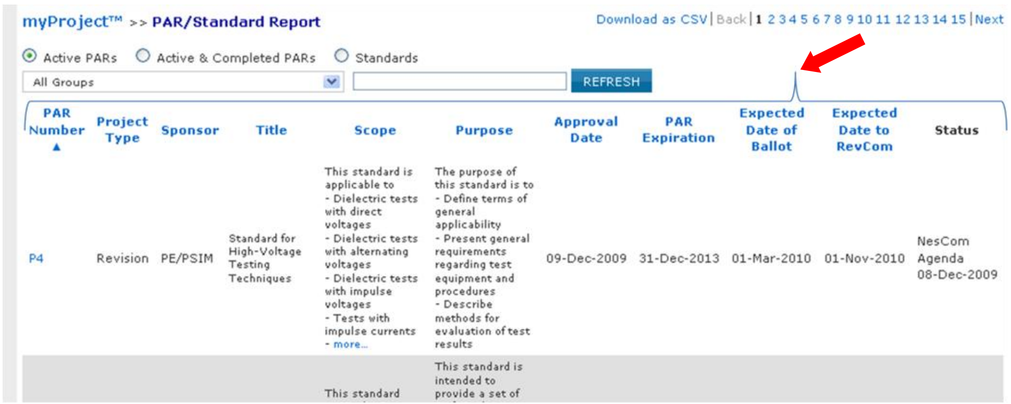


4. Information on standards will be different from PARs and will include: Standard Number, Year, Sponsor, Title, SASB Expiration Date, SASB Reaffirmation Date, Stabilized Date, ANSI Approval Date and ANSI Reaffirmation Date.

5. To view PARs/Standards from a particular Society, Sponsor or Working Group, select the group from the dropdown menu and click "**REFRESH**".



6. Click on any of the columns to sort by that field.



7. If you would like to use the report data for other means or process it further, the report can be downloaded as a CSV file. Click "**Download as CSV"** and save the file to your computer.

8.7 *Generate Process Metrics*

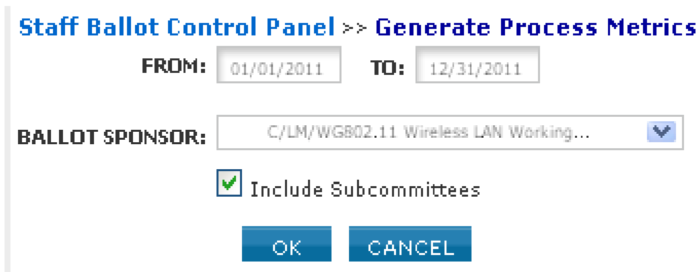
The Generate Process Metrics tool allows a staff user to view some statistics about the balloting process.

Applicable Users:

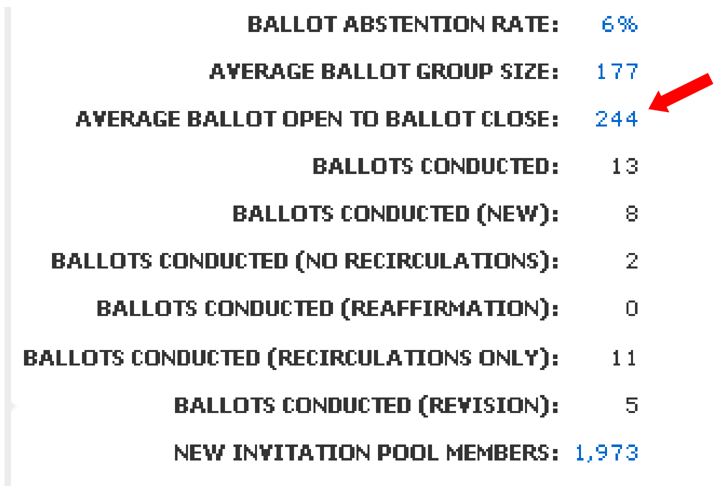
- General Staff

Instructions:

1. On the myProject™ Home Screen click the "**Balloting**" tab.
2. Click "**Generate Process Metrics**"
3. Choose a date range for the statistics. This field will be pre filled with all of the current year.
4. Choose a "**Ballot Sponsor"** from the list. You can select all committees, a Society, Sponsor, or Working Group.
5. Check the "**Include Subcommittees**" box to include all committees that are under the selected one.
6. Click "**OK**" to refresh the statistics based on your selections.



7. Click on any of the blue highlighted numbers for more detailed information.



8. Click "**Voter Classifications**" to view all of the voter classifications used for ballots under a specific Society, Sponsor, or Working Group.
9. Click "**Process Time**" to view the average time the ballots spent in each stage.

NUMBER OF MULTI-VOTERS:	107
AVERAGE RECIRCULATION TIME:	38
AVERAGE RECIRCULATIONS:	1

Voter Classification
Process Time
myProject Committee Tree

9 User Roles

9.1 Volunteer User Roles

General User - This is default user type if a user is not an IEEE-SA member and has not been given any additional authority. As a general user, you can:

- Register as interested in a Sponsor, Working Group or Project and be assigned an involvement level
- View Active PARs, Sponsor P&Ps and Society-Staff Liaisons
- Create a PAR (but not submit)
- Send a message to a Sponsor
- Join a single Ballot and vote/comment on that ballot (for a fee)
- View all ballot and invitation history
- Access membership information
- Send a message to the balloting center
- Enroll as DR/DRA or EBR/EBRA (if employed by an Entity Member Organization)

IEEE-SA Member – IEEE-SA Members can:

- Register as interested in a Sponsor, Working Group or Project and be assigned an involvement level
- View Active PARs, Sponsor P&Ps and Society-Staff Liaisons
- Submit a PAR
- Send a message to a sponsor
- Join a Ballot
- Vote/Comment on a ballot
- Send a message to the balloting center
- Enroll as DR/DRA or EBR/EBRA (if employed by an Entity Member Organization)

Sponsor Chair/Standard Representative – Sponsor Chairs/Standard Representatives have all abilities of IEEE-SA Members plus:

- Accept/Reject a PAR
- Manage Roster involvement for Sponsor, Working Groups and Projects
- Manage Officers for Sponsor, Working Groups and Projects (only Sponsor Chair can manage Standard Representative)
- Send notifications to a Group (Sponsor, Working Group)
- Initiate Ballot Invitation Requests
- Submit a draft for MEC
- Initiate a Sponsor Ballot
- Initiate Recirculation
- Manage Misc Coordination
- View Invitations
- Replace Drafts for Balloting
- View ballot Activity and respond to comments
- Submit Rogue Comments
- Prepare for RevCom Submission
- Send Notifications to Balloting Groups

Working Group Chair/Officer – Working Group Chairs/Officers have all abilities of IEEE-SA Members plus:

- Manage Roster involvement for Sponsor, Working Groups and Projects
- Manage Officers for Sponsor, Working Groups and Projects (Chair Only)

- Send notifications to the Working Group
- Initiate Ballot Invitation Requests
- Submit a draft for MEC
- Initiate a Sponsor Ballot
- Initiate Recirculation
- Manage Misc Coordination
- View Invitations
- Replace Drafts for Balloting
- View ballot Activity and respond to comments
- Submit Rogue Comments
- Prepare for RevCom Submission
- Send Notifications to Balloting Groups

Designee – Designees (Sponsor Ballot Designee, Nescom Designee, Revcom Designee, Coordination Designee) will have all abilities of IEEE-SA Members plus access to features relevant to performing their specific function.

EMR – Entity member Representatives will have all abilities relevant to their personal roles plus:

- Manage Representatives for the Entity (DR/DRA)

DR/DRA – Designated Representatives/Alternates will have all abilities relevant to their personal roles plus:

- Participate in Entity Working Groups

EBR/EBRA – Entity Ballot Representatives/Alternates will have all abilities relevant to their personal roles plus:

- Vote/Comment on Entity Ballots

9.2 *Staff User Roles*

Below are the Staff user roles that are available in myProject™.

General/Other Staff – This is the default user type for staff. All staff users have the ability to:

- Create a PAR (can create and edit but not submit)
- View all PARs/Projects
- NesCom Member Area (will appear if individual is added to board roster)
- AudCom Member Area (will appear if individual is added to board roster)
- Manage Activity Profile (register as interested in a Sponsor, Working Group or Project and be assigned an involvement level)
- Manage Committees (view roster with roles and involvement only)
- Manage Organizations (read only)
- View Sponsor P&Ps
- View L50S status
- View International Activity
- View Individuals
- View Funded Projects and CSM
- Send Broadcast Notification
- Send Sponsor Message
- View Staff Liaisons
- View Active PARs
- Send a Change Request Form
- Send Notification to Group
- Manage Help Links
- Act as User
- View Ballot and Invitation History
- Maintain approved voter classifications
- View Ballot Activity
- Send Notification to Balloting Groups
- Generate Process Metrics

Governance Staff – Governance Staff have all general staff abilities plus:

- Manage Committees (edit and add)
- Manage Invited Experts
- Manage Board members
    - If made a board administrator, can create/edit meeting agendas and moderate comments for that board
- Review EProjects Files
- Manage Coordination Users
- View Authorized Ballot Designees

International Staff – Internatinal Staff have all general staff abilities plus:

- Edit International Activity Information

Ballot Center Staff – Ballot Center Staff have all general staff abilities plus:

- Override IEEE/SA Membership Status
- Terminate/Reset Sponsor Ballot
- Manage Coordination Users
- View Authorized Ballot Designees
- Manage Ballot Notification Boilerplate Text

Project Liaison Staff – Project Liaison Staff have all general staff abilities plus:

- Manage Committees (edit and add)
- Review ballot invitations
- Review ballot recirculations
- Review Sponsor drafts
- Manage Coordination Users
- View Authorized Ballot Designees

Financial Staff – Financial staff have all general staff abilities plus:

- Issue L50S notices
- Edit L50S information
- Place a L50S process block

Project Admin Staff – Project Admin Staff have all general staff abilities plus:

- Review EProjects Files

Funded Project Staff – Funded Project Staff have all general staff abilities plus:

- Be added as CSM (for more on CSM functions, see **Sec 4.3**)

Editorial Staff – Editorial Staff have all general staff abilities plus:

- Review EProjects Files
- Make Coordination Comments

ODB Staff – These are system administrators. ODB Staff have **all other staff role abilities** plus:

- Change Role Display Name
- Manage Staff Users
- Manage Process Parameters

10 Glossary

Activity Area	A group of people with a common technical interest such as a Working Group, Sponsor, or project, joining an Activity Area is open to the public and merely expresses interest
Affiliation	An individual or entity that has been, or will be, financially or materially supporting an individual's participation in a particular IEEE standards activity, this is not necessarily the same as an employer
AudCom	Oversees the standards development activities of Societies, their standards-developing entities, and the Standards Coordinating Committees (SCCs) of the IEEE-SA Standards Board
Ballot	See Sponsor Ballot
Ballot Group	The list of individuals or entities formally approved to cast a yes/no/abstain vote during a ballot
Committee	A generic term referring to any group of people with a leader (e.g. Working Group, Study Group, Sponsor Executive Committee, SASB standing committee, adhoc, etc.)
CSM	Client Services Manager, an IEEE-SA staff member responsible for facilitating funded projects
CSV	Comma Separated Value, a file format that can be edited by spreadsheet programs like MS Excel
DR/DRA	Designated Representative/Designated Representative Alternate, the individual responsible for representing an Entity Member organization in an entity Working Group
EBR/EBRA	Entity Ballot Representative/Entity Ballot Representative Alternate, the individual responsible for representing an Entity Member Organization by casting a vote in a specific entity ballot
EMR	Entity Member Representative, the individual responsible for managing representatives of an Entity member Organization
Entity Member	Membership in the IEEE-SA by a company or other organization, only one vote may be cast by a single entity in an entity ballot
IEEE Web account	A single web account used for all IEEE web services
IEE-SA	The IEEE Standards Association, the division of the IEEE responsible for creating and maintaining standards

Interested Party	An individual who has expressed an interest in the activities of an Activity Area, does not imply higher Involvement Levels in the area; this is a self-assigned level of involvement and cannot be removed by anyone other than the individual him/herself
Involvement Level	The classification of a user's involvement within a committee (e.g. Interested Party, Observer, Non-Voting Member, Voting Member)
MEC	Mandatory Editorial Coordination, required review by staff to verify all legal, copyright and other editorial matters related to a draft
myProject™	A set of web-based tools that facilitate the IEEE standards process
NesCom	New Standards Committee, serves as the gatekeeper for new and revised standards, recommending the approval of new or revised standards requests to the Standards Board
NesCom Administrator	IEEE-SA staff member responsible for facilitating activities of NesCom
Officer	Any member of a committee with a special role, e.g. Chair, Designee, Secretary
PAR	Project Authorization Request, PARs are used to authorize work on a new standard or revision to an existing standard
PDF	Portable Document Format, a file format used for sharing documents
Project	Projects are initiated when a PAR is submitted, a working group can be responsible for several projects
Recirculation	An additional round of voting on a Sponsor Ballot
RevCom	Review Committee, recommends the approval of standards to the Standards Board
Rogue Comment	A comment received on a sponsor ballot from someone outside of the balloting group or outside of the ballot or recirculation period
SASB	The IEEE-SA Standards Board
Society	IEEE technical societies
Sponsor	An entity authorized by the IEEE-SA Standards Board per the IEEE-SA Standards Board Bylaws to submit a PAR or conduct a Sponsor Ballot. This includes, but is not limited to, Society Sponsors (e.g. C/LM or C/MMSC), Standards Coordinating Committees, the Corporate Advisory Group and IEEE Councils such as the Nanotechnology Council.
Sponsor Ballot	The process of conducting the formal consensus ballot (as opposed to the actual yes/no vote that is the actual vote cast by a user)

Sponsor Ballot Designee	The individual responsible for handling the Sponsor Ballot activities for a specific project. By default, the Working Group Chair assumes these responsibilities
Sponsor Chair	The chair of record for a Sponsor as defined above
Staff Liaison	A member of the IEEE-SA staff responsible for guiding Sponsors and Working Groups through the standards process
Standards Board	Oversees the process and policies that support standards development
Standards Representative	The individual responsible for handling the standards activities within a Sponsor. By default, the Sponsor Chair is the Standards Representative.
Voter	An individual authorized to cast a vote on a Sponsor Ballot
Working Group	A formally recognized organization, usually under a Sponsor, responsible for the development of one or more standards projects
Working Group Chair	The chair of record for a Working Group as defined above
ZIP	A file format used to combine multiple files into a single, smaller file for purposes of uploading and downloading