

Project Template Version 2.0
Draft Content
January 14, 2009

- 1. Project Name**
- 2. Project proposed**
 - a. Proposing organization**
 - b. Contact person with contacting information**
- 3. Project Intent**
 - a. Informative – Technical Report**
 - b. Informative/normative – Technical Specification/**
 - c. <DSTU(Draft Standard for Trial Use)>**
 - d. Normative – International Standard**
- 4. Project Purpose**
 - a. Why this project is needed - justification**
 - b. Why this project should be JIC**
 - c. What is the market need for this standard?**
- 5. Project Scope**
 - a. What will be covered in this project**
 - b. What will not be covered in this project**
- 6. Participating SDOs: for each SDO (usually more than one)**
 - a. Name of SDO**
 - b. Name and ID of project**
 - c. Date project approved for harmonization effort by the sponsoring SDO**
 - d. Is the SDO already working on this specific project?**
 - e. Lead within each SDO**
 - f. Approximate number of persons from SDO working on project**
- 7. Host SDO**
- 8. Project Objectives and deliverables (commitment levels)**
 - a. Time line**
 - b. Where work will be done (primarily) in HOST SDO or combined SDO WG?**
- 9. Project dependencies**
 - a. Other documents/standards**
 - b. Other groups, including liaisons**
 - c. Volunteer or funded**
- 10. Comments**
- 11. Date of JIC approval**