

# Kantara Initiative Discussion Group or Working Group Project Outline



This page is DRAFT FOR DISCUSSION, posted by Andrew Hughes for LC discussion.

The information required for a Kantara Initiative Discussion Group or Working Group Project Outline is described below.

A project is [described by the PMI](#) as: "A project is a specific set of operations designed to accomplish a singular goal."

A **Kantara Initiative Discussion Group or Working Group Project**<sup>‡</sup> is a specific set of activities designed to create and publish a document described in the Group's Charter.

The characteristics of a Kantara Group Project are:

- The group project must result in a Draft Technical Specification or a Draft Recommendation or a Draft Report as defined in the [Kantara Operating Procedures](#)
  - Note: the Drafts are intended to be approved by a procedure listed in the Kantara Operating Procedures
- The group project must be temporary with an agreed-upon target end date
- Contributors to the group project must have agreed to the group intellectual property policy via the Group Participation Agreement procedures
- Group project contributors may include volunteer or paid/contracted participants
- Material related to a group project must be stored on Kantara-approved storage locations. For example, the Kantara wiki or Kantara projects area on github.
- A [group project outline](#) must be approved by the group and listed in the appropriate group project list pages prior to commencement of work

<sup>‡</sup> The generic term for a "Kantara Initiative Discussion Group or Working Group Project" is a "Kantara Group Project".

[Legend is after the table](#)

Field Name	Field contents
Project Name	The name of the project. Could be very similar to the title of the Publication
Project Description	A brief and simple description of the project objective, rationale for creating the publication, specific entities that will use the publication and related work inside or outside of Kantara. The Publication synopsis below should contain the publication outline.
Project output type	One of: <ul style="list-style-type: none"> <li>• Draft Recommendation</li> <li>• Draft Technical Specification</li> <li>• Draft Report</li> </ul>
Publication title	The actual title of the planned publication
Publication synopsis	The 1 paragraph outline of the planned publication purpose and contents. A proposed table of contents may be included after the descriptive paragraph.
Leader(s)	The individual(s) who are accountable for production of the project output
Project team sources & Rationale	The sources of project team members. Could be from existing WG/DG participants. NOTE: do not list names of people - this is for groups from which the team will be assembled. Could be external partner organizations. Where appropriate, include a brief rationale for a specified team member source.
Project Landing page	A link to the page that a) describes and explains the project to new viewers and contains the retained material related to project tracking and publication development. The retained material must be sufficient for a future reader to understand significant project milestones and context.

Group link	A link to the Discussion Group or Working Group wiki space
Approval link	A link to the meeting minutes that contain a DG/WG motion to approve project formation and commencement. The motion might read:  "A motion to approve the formation of the <<Project Name>> Project and commence work towards the development of the <<Project Output Type>> titled <<Publication Title>>."
Publication approval date	The anticipated date of the DG/WG meeting in which first approval of the publication occurs.  Does not include public review periods or IPR review periods.
Project Status	One of: <ul style="list-style-type: none"> <li>• Active</li> <li>• Inactive</li> <li>• Archived</li> <li>• ** Extended **</li> </ul> NOTE: this field will be used on project status dashboard pages
Publication Status	One of: <ul style="list-style-type: none"> <li>• Document published</li> <li>• In Public review</li> <li>• In Development</li> <li>• Initiation</li> </ul> NOTE: this field will be used on project status dashboard pages

## Legend

BLUE: For use during WG discussions	GREEN: For use during project startup	GREY: Status for use on dashboards
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