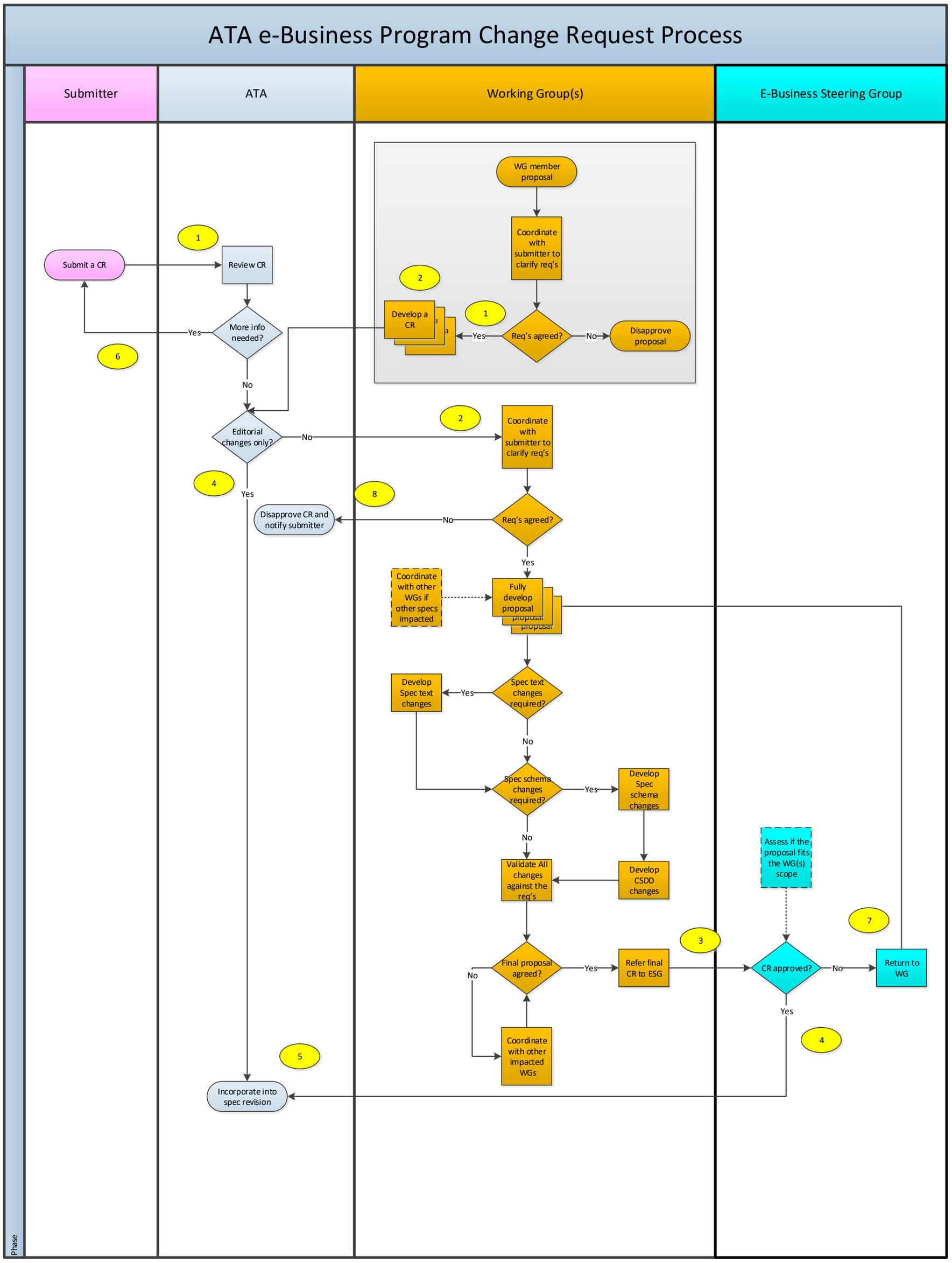
ATA e-Business Program Change Request Process



n = CR State – See Pages 3 and 4

Introduction

Changes to specifications may be initiated in either of the following ways:

- A user submits a Change Request (CR) via the ATA e-Business Program Change Request online website. This should clearly and completely describe the specific changes being requested, the locations within the specification (including schemas and/or Common Support Data Dictionary [CSDD]) where the changed content is found, and the rationale for requesting the change. Attachments may be uploaded to further describe the proposed changes or provide supporting documentation.
- Changes may initiate within a Working Group (WG). Typically, one or more members will raise discussion items or present informal proposals regarding possible changes or additions to the specification. Initially, these may be non-specific in nature, but through Working Group discussions, the details are worked out, eventually resulting in a complete and detailed proposal. At this point, a CR would be submitted.

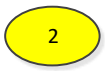
Change Process Summary

Via user CR submittal

1. A Change Request (CR) is submitted via the ATA e-Business Program Change Request online website. The system assigns a CR Number and sets the status to NEW.
2. ATA verifies that CR Form is complete and clear and whether or not the CR is editorial only.
    - If the CR is not complete, then the status will be set to RETURNED TO SUBMITTER, and ATA will contact the submitter to request more information.
    - If the proposed changes in the CR are editorial only, then the CR status is set to APPROVED and the CR is planned for inclusion in the next revision of the specification.
    - If there are substantive non-editorial changes in the CR, then the CR status is set to INWORK and the CR is assigned to the appropriate Working Group (WG).
3. The WG will review the CR to make sure they fully understand the requirements. If not, they will work with the CR submitter to clarify.
4. If the WG does not agree with the requirements, then the CR status is set to DISAPPROVED and ATA notifies the submitter.
5. If the WG agrees with the proposed change requirements, it will fully develop the proposal if necessary. The WG may designate informal sub-team(s) as needed.
6. The WG will coordinate with other Working Groups if the CR impacts multiple specifications. The nature of the coordination (e.g., email, virtual meetings, joint meetings, etc.) will depend on the scope and complexity of the proposed changes.
7. Based on the detailed requirements, the WG(s) will determine if:
    - Specification changes are required.
        - If so, the WG will update the CR to fully and completely develop the specification changes.
    - Schema changes are required.
        - If so, the WG will update the CR to fully and completely develop the schema changes and corresponding ATA Common Support Data Dictionary (CSDD) updates.
8. The Working Group will validate the final, detailed proposed changes against the agreed requirements and determine if consensus can be reached on the final proposed solutions.
9. If the final proposed changes do not reflect the agreed requirements, or if WG consensus is not reached, then additional coordination among the relevant working groups will be required.
10. If WG(s) consensus is reached, the CR status will be set to ESG APPROVAL REVIEW, and the CR will be referred to the ATA e-Business Steering Group (ESG) for final approval.
    - If ESG approval is reached, the CR status will be set to APPROVED and the CR will be planned for incorporation into a future revision of the specification(s).
    - If the ESG does not approve the CR, the status will be set to RETURNED TO WG and the CR will be returned to the WG(s) to address the ESG concerns.
11. When ATA incorporates the CR into a revision of the affected specification(s), the CR status will be set to COMPLETE.

Via Working Group proposal

1. One or more Working Group member(s) propose changes to their specification.
2. The WG will discuss the proposals to make sure they fully understand the requirements. The WG will also coordinate with the ESG to assure that the proposal fits the scope of the WG.
3. If the WG agrees with the proposed change requirements, one or more CRs will be submitted via the ATA e-Business Program Change Request online website. For each CR, the system assigns a CR Number and sets the status to NEW.
4. Continue with step 2 above.

Diagram Indicator	Status	Description/Criteria
	New	The CR has been submitted to ATA and has been assigned a CR Number. New CRs must contain the following: - *CR Title - *Submitter information - *Clear Overview describing the problem to be solved. - *Description of Proposed Changes (does not need to be a complete solution). - *Clear justification for the change. - *Specification of Primary Impact, - Additional information describing the specific spec locations and objects impacted (e.g., Schemas, DTDs, chapters, sections, tables, etc.) - Potential impact on other ATA e-Business specifications (may be unknown by the submitter) - Attachments to provide additional details such as change markup, new materials, or supporting documentation. * Mandatory information
	Inwork	The CR meets the criteria for New CRs and has been assigned to a Working Group for further development.
	ESG Approval Review	The CR has been agreed by the Working Group and has been referred to the ATA e-Business Steering Group for review.
	Approved	The ATA e-Business Steering Group has approved the CR to be incorporated into the specification(s).
	Completed	The CR has been incorporated into the next revision of the specification(s) and has been closed.

6	Returned to Submitter	The CR submission is incomplete and has been returned to the submitter for missing information
7	Returned to WG	The ATA e-Business Steering Group does not approve of the CR as written and has returned it to the Working Group to address their concerns.
8	Disapproved	The CR has been disapproved by the Working Group or ATA e-Business Steering Group.