

**Charter for the  
AWIPS II Local Application Governance Team  
May 5, 2008**

**1.Authority:** The AWIPS II Governance Vision Team

**2.Vision:** Define a specific set measurable policies and controls, standards and best practices methodologies that document the AWIPS decision making process in the areas of Local Application requirement definition, development paradigm, release process, installation, and system standards and accomplish the strategic governance goals.

Those goals include: (1) maintain the integrity and improve maintainability of current baseline so that it can meet the operational needs of the field; (2) provide quality products with confidence; (3) provide an atmosphere for quicker controlled deployments; (4) provide flexibility for developers to do creative work; and (5) provide atmosphere to foster collaboration

**3.Desired Outcome:** A set of approved controls (e.g., policy, directives), standards, monitoring and enforcement methods, and governance tools that can be effectively used to standardize and document the AWIPS II Local Application decision process.

**4.Scope:** This team will look at all aspects of the development cycle including requirements definition, development paradigm, release process, installation, and system standards and determine if small sub-teams are required to support the team. The resulting controls, standards, monitoring and enforcement will address at a minimum the following decisions:

- a. Decide what local applications to develop
- b. Decide what requirements can be satisfied with the existing baseline software
- c. Decide how to collaborate development activities between sites and regions
- d. Decide how to identify areas requiring development by looking at where local applications are filling the gaps in functionality
- e. Decide how to promote nationally used local applications to the baseline
- f. Decide on approval process of software for integration into the site operations
- g. Decide how to release local applications
- h. Decide when to release local application changes
- i. Decide how to manage local application distribution
- j. Decide how to CM local applications
- k. Decide when to install local applications
- l. Decide where to install local applications
- m. Decide how to minimize the breakage of local applications with each software release
- n. Determine what coding standards are acceptable
- o. Decide what development (design) guidelines are acceptable
- p. Decide on what infrastructure to provide for collaborative development
- q. Decide who and how to monitor, track, and enforce local applications and the above decisions that require monitoring, tracking, and enforcement.

**5.Membership:**

- a. Team Lead – Thuy Tran (OST/SEC)
- b. Raytheon

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- i. AWIPS II - Doug Lawson,
- ii. AWIPS O&M - Karen Tepera, Sean Webb
- c. Government
  - i. OPS - Jay Morris, Wayne Martin
  - ii. OST/SEC – Ed Mandel
  - iii. Local Applications Regional and NCEP Representatives - (ER – Josh Watson, CR – Greg Noonan, SR – Eric Howieson, WR – Mark Mollner, Don Britton, AR – Joe Rubel, PR – Bill Ward, NCEP – David Plummer)

**6.Roles and Responsibilities**

- a. Team Lead
  - i. Be the primary contact with the AWIPS II Governance Team
  - ii. Ensure team members know their responsibilities
  - iii. Track team performance
  - iv. prepare detailed plan and get agreement from AWIPS II Governance Vision Team
  - v. Allocate work to team members
  - vi. Maintain binder containing all pertinent data
  - vii. Report status to Governance Vision team
- b. Team Members
  - i. Review and update the existing governance documentation
  - ii. Review and update the draft governance decisions for Local applications
  - iii. Document and maintain project risks
  - iv. Review and update the governance roadmap for Local Applications
  - v. Define controls (e.g., policy, directives), standards, monitoring and enforcement methods,
  - vi. Identify any support tools
  - vii. Obtain Approval from AWIPS II Governance Vision Team
  - viii. Prepare controls (e.g., policy, directives), standards, monitoring and enforcement methods, and tools
  - ix. Obtain approval (process to be defined)
  - x. Document lessons learned for future teams

**7.Communications Plan**

- a. Meet bi-weekly with the AWIPS II Governance Vision Team
- b. Provide status summary including progress on roadmap and any risks and mitigation
- c. Team meetings decided by the Team Lead

**8.Resources and Funding**

- a. Individual Regions and Offices will be responsible to support their member's activities and any necessary travel expenses. The Team Lead may request additional resources from the AWIPS II Governance Vision Team.

**9.Schedule**

- a. See attached Local Applications Roadmap.

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