

# openMDM® Working Group support profile

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## Scope of this document

As defined in the openMDM® working group charter, part of the membership fees is captured as a monetary amount. This document describes which purposes these fees have to be dedicated to.

## Main purpose

The monetary resources mentioned above shall be dedicated to the following purposes within the openMDM® EWG:

openMDM® EWG plenum meeting management

- organize the meetings in accordance to the openMDM(R) EWG charter
- manage invitations, agenda, protocol

openMDM® EWG committee's (SC, AC, QC) meeting management

- organize the meetings in accordance to the openMDM(R) EWG charter
- manage invitations, agenda, protocol

openMDM® EWG committee's (SC, AC, QC) support

- preparing steering committee topics (presentations, decision memos etc.)
- document management for the corresponding gremia

openMDM® EWG membership and membership fees tracking

- keep track of the membership status (contacts, responsibilities, membership fee status)
- prepare and initiate annual membership check
- track the on-time fixing/agreement and on-time delivery of membership fees (result and service packages)

openMDM® EWG community cycle tracking

- top level requirements consolidation to requirements packages, which can be presented to and decided by the steering committee
- quality assurance for top- level requirements (known stakeholders, clear scope definition, timeline aspects)

openMDM® EWG deliverables (result packages, service packages) management

- tracking of requested services, sorting out, qualifying and presenting them to the steering committee
- tracking of ordered services (fulfillment)

openMDM® EWG legal affairs

- clarifying legal issues in cooperation with the eclipse foundation
- presenting possible solutions of legal issues to the steering committee

openMDM® public relations

- new member candidates coaching
- Hotline for problems to clarify or delegation to the working group

openMDM® EWG resources tracking

- frequent review of the resources of the EWG (repositories) with the project leaders
- QA status monitoring in collaboration with the quality committee

openMDM® EWG schedule tracking

- overall project planning
- tracking of the EWG's activities (projects, milestones etc.)
- alignment of the EWG's activities (projects, milestones etc.)

## Skills required

project planning and management

requirements management

communication, organizational development

using, managing and administering web sites, wikis, issue tracking systems

basics of software development

basics of quality assurance

full professional proficiency German and English

capable of working independently

## Further conditions

All topics shall be managed visible to the whole community.

All working results have to be published on the openMDM(R) EWG's public infrastructure.

All changes and decisions to be confirmed by the openMDM® EWG's steering committee.