HR-XML Technical Documents Version/Status Defined

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Table of Contents

Objective

Define a methodology for identifying the status and version of a technical document. Technical documents, for purposes of this document, include DTD/Schema Design proposals and their supporting documentation.

Relationship to Business Processes

As a workgroup goes through the cycle of developing a DTD/Schema recommendation, the status of the work and the latest version of the work should be obvious to anyone outside the work group. This should be true for all technical documents generated by members of the consortium.

Scope

Within Scope
- Define the terminology necessary for determining the status of a technical document
- Define the methodology for promoting a document from a draft, developed by a workgroup, to a recommendation, supported by the consortium
- Recommend changes to the web site required to support the implementation of this document

Outside of Scope
- While the status of any consortium document should always be obvious, this document does not address non-technical documents developed by the consortium.

Requirements

The status of a technical document must be clear to anyone looking at it. If there are several versions of the same document, it must be clear which document is the most current.

Document Status Vocabulary

Members of the HR-XML Consortium can publish several types of technical documents. They are:

- **Drafts**
  A Draft is a work in progress. It is an incomplete work that is being submitted to a group for review and comment. All technical works in progress, except for recommendation efforts, are considered Drafts until approved by the members of the group. Once approved, these documents become Notes.

- **Notes**
  A Note is a dated, public record of an idea, comment, or document. A Note does not represent commitment by the HR-XML Consortium to pursue work related to the Note.

Recommendation Efforts

- **Working Drafts**
  A Working Draft represents work in progress, and a commitment by the HR-XML Consortium to pursue work in this area. A Working Draft does not imply consensus by a group or the HR-XML Consortium.

- **Candidate Recommendations**
  A Candidate Recommendation is work that has received significant review from its immediate technical community. It is an explicit call to those outside of the related Working Group or the HR-XML Consortium itself for implementation and technical feedback. A document is promoted to a Candidate Recommendation when it is submitted to the Technical Steering Committee and the Cross Process Work Group for review and approval.

- **Proposed Recommendations**
  A Proposed Recommendation is work that (1) represents consensus within the group that produced it, (2) has been approved by the Technical Steering Committee and the Cross Process Work Group, and (3) has been submitted to the Consortium for review and approval.

- **Recommendations**
  A Recommendation is work that represents consensus within the HR-XML Consortium and has the Board of Director's stamp of approval. The HR-XML Consortium considers that the ideas or technology specified by a Recommendation are appropriate for widespread deployment and promote the HR-XML Consortium's mission.

  Recommendations developed within the HR-XML Consortium must be formally approved by the Membership. Consensus is reached after a document has proceeded through the review stages of Candidate Recommendation, Proposed Recommendation, and Recommendation.

Document Version Methodology

The method for maintaining multiple versions of the same document will be by version number.

A version number will contain a major element and a minor element in the form of v**MM.mm**. Where **MM** is the major version number and **mm** is the minor version number. All new work should start with version number v01.00.

The method for maintaining multiple revisions of the same version of a document will be by revision date. The revision date should be updated each time changes to the document are saved and posted for others to review.

All technical documents written by members of the consortium should have the version number as part of the file name. This is necessary to allow multiple versions of the same document to be available on the web site at the same time. This is also necessary to support multiple versions of a recommended Schema/DTD concurrently.

The Schema/DTD should have, as a required attribute on the Root Element, the attribute in the form of **version=MM.mm (i.e <PostalAddress version='01.00'>).** A default value should not be assigned to this attribute.

Reference Examples

Document	Version	Last Revision	Status
The following example shows a schema recommendation with work on a revision in progress			
PostalAddress-v01.00.dtd	01.00	07/30/99	Recommendation
PostalAddress-v01.00.doc	01.00	07/30/99	Recommendation
PostalAddress-v01.01.dtd	01.01	09/01/00	Working Draft
PostalAddress-v01.01.doc	01.01	09/01/00	Working Draft

Implementation Considerations

- The TSC has requested that work groups develop recommendations in DTD and Schema formats. These formats should be stored in the same folder with the exact same name and appropriate extension
- When including the version number as part of the file name, the version number should follow the file name in the format -**vMM.mm. (i.e. MySchema-v01.00.dtd)**
- Supporting Documentation for these Schemas/DTD's should be stored in a separate location
- The version number should be incremented based on the degree of changes.
  For Schema/DTD designs:
  - Incrementing the Major element implies the new version may not be backwards compatible.
  - Incrementing the Minor element implies the new version is compatible with the previous version.
- A workgroup may decide to use a provisional version number while working on a new document, or when starting to make changes to an existing document. This may be necessary early in the process when the degree of changes required is not obvious.
- A provisional version number is acceptable while a document has a status of Working Draft. The intended version number should be assigned before a document is submitted as a Candidate Recommendation.
- A document that has been submitted to the Technical Steering Committee and the Cross Process Objects Workgroup for review and approval is considered to be a Candidate Recommendation. The document may go through several revisions as a Candidate Recommendation. If major issues, as

defined by the work group, the Technical Steering Committee and/or the Cross Process Objects Workgroup, are discovered, the document status can be demoted to a status of Working Draft until the issues are resolved.

Known Limitations

- The current Web Site design does not allow a file name with multiple periods in the name to be properly associated with a link. **(i.e. MySchema-v01.00.dtd).** Until this fixed, dashes should be used instead of periods. **(i.e. MySchema-v01-00.dtd)**

Outstanding Issues

- N/A

Appendix A - Revision History

Revision Date	Revisions
9/15/2000	Initial Draft
9/28/2000	Added Version Number, Reference Example, Draft Status
10/11/2000	Updated document on feedback from the TSC

Appendix B – Suggested enhancements to the Web site

The following suggested enhancements are based on the assumption we can modify the Web server to store each workgroup's documents in a separate folder. If this assumption is false, we need to review a file name prefix to prevent workgroups from accidentally overwriting each other's documents.

When posting a document, the following information should be entered:
- Document Type
    - Minutes
    - Link
    - Note
    - Working Draft
    - Candidate Recommendation
    - Proposed Recommendation
    - Recommendation (Limited access?)
- Location of File to be posted
    - Full path, including File Name
- File Name
    - Should follow the following convention:
        - **DocumentDescription-vMM.mm.ext**
          This requires modifying the web site to allow periods in the file name, not just between the file name and the file extension.
        - DocumentDescription = use upper camel case
          (no spaces or special characters)
        - **-v** = Literal to separate the description from the version number
        - MM = Major Version Number
        - mm = Minor Version Number
        - ext = File extension (DTD, XML, etc)
- Work Group – Selected from a drop down list
    - Board of Directors
    - Business Steering Committee
    - Technical Steering Committee
    - Benefits Enrollment
    - Compensation and Benefits
    - Cross Process Objects
    - International
    - Job / Position
    - Payroll
    - Recruitment and Staffing
    - (New Workgroups, as created)
- Version Number – entered by the user (format 00.00)
- Last Revision Date – Selected from a drop down calendar .
- Link Name
    - Document Description formatted for presentation
      (i.e. Document Description)
- Link URL (If Document type is Link)

The following pages would be modified:
- Work Group Page would display:
  - Meetings
  - Contacts
  - Resources (Documents would be sorted by type (as appears in the list below), title and last revision date (descending))
    - Recommendations
    - Proposed Recommendations
    - Candidate Recommendations
    - Working Drafts
    - Notes
    - Drafts
    - Links
- General Home Page would display Resource documents based on document type selected. This view would show documents for all of the work groups. (i.e. A user could see all of the Recommendations for the consortium.)

Last Revision Date: 010/11/00