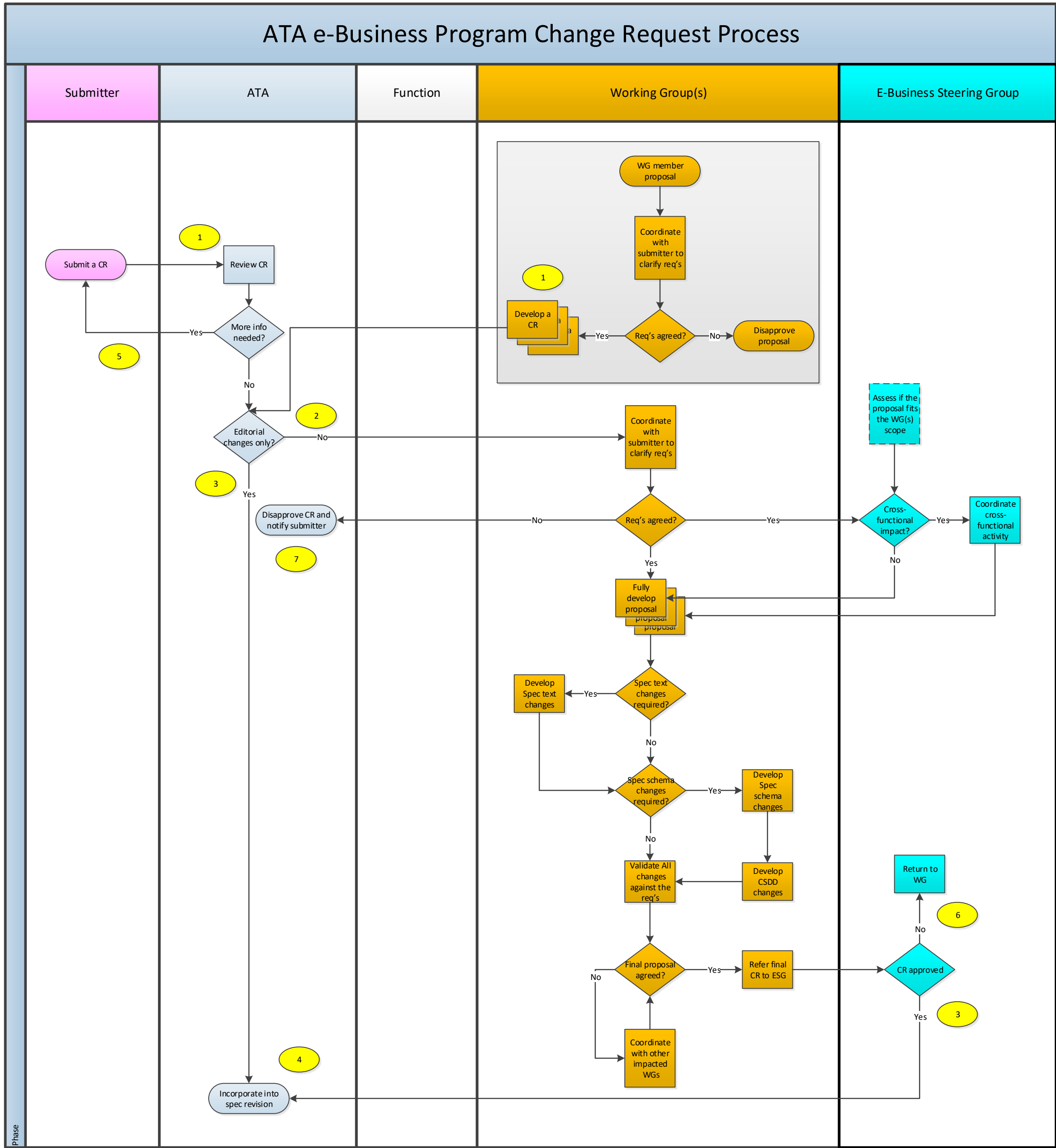


# ATA e-Business Program Change Request Process



n = CR State – See Page 3

## Introduction

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

- A [Change Request \(CR\) form](#) is submitted to the ATA e-Business Program staff. 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.
- 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.

## Change Process Summary

### Via CR submittal

1. A Change Request (CR) form is submitted to the ATA e-Business Program (ATA).
2. ATA verifies that CR Form is complete and clear and whether or not the CR is editorial only, and assigns a CR number and sets the status to NEW.
  - If the CR is not complete, then the status will be set to RETURNED TO SUBMITTER, and the CR will be returned to the submitter with request for more information.
  - If it is 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 referred 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 agrees with the proposed change requirements, they will refer the CR to the ATA e-Business Steering Group (ESG) to determine if there is a cross-functional impact (impacts multiple specifications). If so, the lead WG will coordinate with other relevant working groups to harmonize the requirements. The nature of the coordination (e.g., email, webex, joint meetings, etc.) will depend on the scope and complexity of the proposed changes.
  - If the WG does not agree with the requirements, then the CR status is set to DISAPPROVED and ATA notifies the submitter.
5. The relevant WG(s) will fully develop the proposal if necessary. The WG(s) may designate informal sub-team(s) as needed.
6. Based on the detailed requirements, the WG(s) will determine if:
  - Specification changes are required.
    - If so, the WG(s) will update the CR to fully and completely develop the specification changes.
  - Schema changes are required.
    - If so, the WG(s) will make the relevant schema changes and develop corresponding CSDD updates.
7. The Working Group(s) will validate all the final, detailed proposed changes against the agreed requirements and determine if consensus can be reached on the final proposed solutions.
  - If the final proposed changes do not reflect the agreed requirements, or if WG(s) consensus is not reached, then additional coordination among the relevant working groups will be required.
8. If WG(s) consensus is reached, the CR is referred to the ESG for final approval
  - If ESG approval is reached, the CR status will be set to APPROVED and the CR will be planned for incorporated into the next revision of the specification(s).
  - If the ESG does not approve the CR, the status will be set to RETURNED TO WG and it will be returned to the WG(s) to address the ESG concerns.
9. When ATA incorporates the CR into the next 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 developed and set to NEW status by the WG and will be referred to the ATA e-Business Steering Group (ESG) to determine if there is a cross-functional impact (impacts multiple specifications). If so, the lead WG will coordinate with other relevant working groups to harmonize the requirements. The WG(s) may designate informal sub-team(s) as needed.
  - If the WG does not agree with the proposed change requirements, no CRs are developed.
4. Continue with step 2 above.

Diagram Indicator	Status	Description/Criteria
1	New	<p>The CR has been submitted to ATA and has been assigned a CR Number. New CRs must contain:</p> <ul style="list-style-type: none"> <li>- Submitter information</li> <li>- Clear description of the problem to be solved.</li> <li>- Clear justification for the change.</li> <li>- Description of proposed changes (does not need to be a complete solution).</li> <li>- Specification sections, CSDD, schemas, DTDs of impact.</li> <li>- Potential impact on other specs (may be unknown by the submitter)</li> </ul>
2	Inwork	<p>The CR meets the criteria for New CRs and has been assigned to a Working Group for further development.</p>
3	Approved	<p>The ESG has approved the CR to be incorporated into the specification(s).</p>
4	Completed	<p>The CR has been incorporated into the next revision of the specification(s) and has been closed.</p>
5	Returned to Submitter	<p>The CR submission is incomplete and has been returned to the submitter for missing information</p>
6	Returned to WG	<p>The ESG does not approve of the CR as written and has returned it to the Working Group to address their concerns.</p>
7	Disapproved	<p>The CR has been disapproved by the Working Group or ESG.</p>