Document Project Manager (DPM) Training

Source: Standards Committees Operating Manual 04.08.2021
Training Scope

This training will provide participants with a basic understanding of the role and requirements of a Document Project Manager (DPM).
Training Topics

• What is a Document Project Manager (DPM)?
• Roles and Responsibilities of a DPM
• Understanding AMPP Standards for DPM’s
• AMPP Intellectual Property (IP) Policy
Learning Outcomes

• Identify the role and responsibilities of a Document Project Manager (DPM).
• Recognize the AMPP Standards Development Process.
• Recognize the resources available for AMPP Standards information.
• Recognize the AMPP IP Policy.
What is a Document Project Manager?

An individual appointed by an SC chair to lead the effort to take a standard through the development, balloting, and approval processes until publication.
Document Project Manager

Scope

Ensures that a document progresses through all the steps to publication in a timely manner and in accordance with all AMPP processes and policies.
DPM Competencies and Attributes

Exercise leadership qualities

Have working knowledge of Microsoft Word & Excel

Knowledge of Workspace for sharing project documents and other support material

Exhibit a professional and positive attitude towards the AMPP organization, members, and staff
DPM Responsibilities

- Join the SC!!
  The DPM should be a member of the SC

- A Project Request Form has been submitted and approved

- Establish project team – recruit SMEs

- Conduct a kickoff meeting

- Establish project team meeting schedule

- Lead team efforts to develop or revise a draft document or other project (pictorial standard, repository, video, etc.)

- Submit draft/project for ballot (see AMPP Standards Balloting Training)

- Adjudicate comments (see AMPP Ballot Comments Adjudication Training)
Understanding of AMPP Standards for Document Project Managers (DPM)
Types of AMPP Standards

- STANDARD PRACTICE (SP)
- TEST METHOD (TM)
- MATERIAL REQUIREMENT (MR)
- GUIDES (GUIDE)
- TECHNICAL REPORTS (TR)
AMPP Standards Class Definitions

**Standard Practice (SP):**
Methods of selection, design, installation or operation of a material or system when corrosion is a factor

**Test Method (TM):**
Methods of conducting tests related to corrosion prevention and control

**Material Requirement (MR):**
Define the required or recommended characteristics of a material when corrosion is a factor in the selection, application, and maintenance of the material
AMPP Guides and Technical Reports

**Guides (Guide):**
Present the user with information about alternative procedures, materials, or technologies that enable the user to select the best option for a specific use. May be a set of instructions or organized information or directions to aid in preparing modified specifications.

**Technical Reports (TR):**
Documents of practice, procedures, and technologies and may contain recommendations to assist the user to make an informed decision based on the desired outcome.
AMPP STANDARDS DEVELOPMENT PROCESS

1. Idea for Standard Submitted via a Project Request Form
2. Standards Committee (SC) Chair Approves
3. Draft Prepared by Project Team
4. Ballot Issued to SC
5. SC Ballot Comments Adjudicated; May Revise Draft
6. Reballot Conducted if Technical Changes are Made
7. Ballot Approved if: >50% SC Votes and ≥75% Vote Affirmative
8. Ballot Issued to Standards Program Committee (SPC)
9. Draft Prepared by Project Team
10. Document Project Manager (DPM) Appointed
11. Standards Committee (SC) Chair Approves
12. Standard Published once Approved by SPC
13. Ballot Approved if: >50% SC Votes and ≥75% Vote Affirmative
14. Ballot Issued to SC
15. SC Ballot Comments Adjudicated; May Revise Draft
16. Reballot Conducted if Technical Changes are Made
17. Ballot Approved if: >50% SC Votes and ≥75% Vote Affirmative
18. Ballot Issued to Standards Program Committee (SPC)
19. Draft Prepared by Project Team
20. Document Project Manager (DPM) Appointed
21. Standards Committee (SC) Chair Approves
22. Standard Published once Approved by SPC

Once the standard is approved by the SPC, it is published and made available to the public.
### Document Project Actions

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Develop</strong></td>
<td>Develop new standard</td>
<td></td>
</tr>
<tr>
<td><strong>Revise</strong></td>
<td>Revise existing standard</td>
<td></td>
</tr>
<tr>
<td><strong>Reaffirm</strong></td>
<td>Reaffirm existing standard</td>
<td>• SPC approval not required</td>
</tr>
<tr>
<td><strong>Stabilize</strong></td>
<td>Stabilize existing standard</td>
<td>• Must have been reaffirmed once to be eligible</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• SPC approval not required</td>
</tr>
<tr>
<td><strong>Cancel</strong></td>
<td>Cancel existing standard</td>
<td></td>
</tr>
</tbody>
</table>
Draft Development Template

Note: This cover page is used by staff only.

<table>
<thead>
<tr>
<th>Draft Prepared by</th>
<th>Draft Language</th>
<th>Date of Issue</th>
<th>SC</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Staff Name]</td>
<td></td>
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<td>XX</td>
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</tbody>
</table>

This page is the draft cover sheet. This is for the use of AMPP Headquarters and staff only.

Document Title: Draft Development Template

[Insert Document Title in Title Case]

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Document History: (to be completed by AMPP staff, but begins with most recent action)

www: mm-dd. Developed by AMPP Standards Committee (SC) or, [insert title of SC]

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The Global Leaders in Materials Protection and Performance
AMPP Committee Workspace

DPM should periodically upload draft documents to SC Workspace/SC Work Area folder.

Gain access via Workspace tab then click Documents (photo reference next slide).

Each SC has folders setup for all projects.

Additional Workspace instructions available regarding “How to Navigate AMPP Workspace Training” found on our website.
Navigating Workspace Documents
DPM’s Project Team Workspace
Resources

Manuals
- Standards Committees Operating Manual (SCOM) – a copy is available for download on our website

Online
- www.ampp.org. Visit the Standards pages
  - Workspace collaboration tool

People
Member Leaders & AMPP Staff
Understanding AMPP Intellectual Property (IP) Policy

All committee participants shall familiarize themselves with AMPP Standards Intellectual Property (IP) policies related to copyrights, patents and trademarks.
DPMs and SC participants must acknowledge the AMPP Standards IP Policy and the fact that all material, minutes, drafts, and published standards become the copyrighted property of AMPP through the following means:

- Accept AMPP Copyright Agreement
- Sign in on the committee attendance roster at meetings
- Acknowledging AMPP’s Copyright policy through selection of the Copyright Acknowledgement statement option when accessing the AMPP SC web pages
- Avoid the use or listing of any trademarked product or material in any standard.
Questions?

Email
standards@ampp.org