Document Project Manager (DPM) Training
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)
Join the SC via our website

• Every DPM should join the associated SC for their assigned project to:
  • Receive communications for SC meetings
  • Provide updates on the progress of the project
  • Participate on ballots
  • Access ballot comments
  • Access to email SC voting members and adjudicating comments
  • Receive updates on SC activities
  • And much more…
Understanding of AMPP Standards for Document Project Managers (DPM)
Types of AMPP Standards (SCOM ¶ 5.4)

- STANDARD PRACTICE (SP)
- TEST METHOD (TM)
- MATERIAL REQUIREMENT (MR)
- GUIDES (GUIDE)
- TECHNICAL REPORT (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 Report (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

Idea for Standard Submitted via a Project Request Form

Standards Committee (SC) Chair Approves

Document Project Manager (DPM) Appointed

Draft Prepared by Project Team

Ballot Issued to SC

SC Ballot Comments Adjudicated; May Revise Draft

Reballot Conducted If Technical Changes are Made

Ballot Approved if: >50% SC Votes and ≥75% Vote Affirmative

Ballot Issued to Standards Program Committee (SPC)

Standard Published once Approved by SPC

Ballot Approved if: >50% SC Votes and ≥75% Vote Affirmative
Draft Development Template

NOTE: This table is used by Staff only.

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<th>yyy/mm/dd</th>
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<td>Document Title in full case</td>
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<tr>
<td>Draft 3 circulated to SPC for SPC level ballot</td>
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<tr>
<td>DATE APPROVED by SPC</td>
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<tr>
<td>Approved/Moved/Revised Month, Year</td>
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For revisions add: NACE (space) or SSPC- and designation
[Insert Title in Title Case, Arial 24 font]

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Document History:
Completed by AMPP Staff

AMPP values your input. To provide feedback on this standard, please contact standards@ampp.org

The Global Leaders in Materials Protection and Performance 15
Verify draft document is ready to ballot

DPM Checklist is available for download on the “About Standards” webpage.
Document Project Actions (SCOM ¶ 6.4)

- **Develop**: New standard
- **Revise**: Substantive technical changes
- **Reaffirm**: No technical change necessary
- **Stabilize**: Removes from 5-year review cycle
  - Must have been reaffirmed once
  - SPC ballot not required
- **Cancel**: Significant technical reason to no longer be available for use

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

The Global Leaders in Materials Protection and Performance
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 (SCOM ¶ 6.2.4)

All committee participants shall familiarize themselves with AMPP Intellectual Property: Logo, Business Card, Copyright, Patent and Trade policies.
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:

- Acceptance of the AMPP Copyright, Patent and Trade Names Policy contained in the *AMPP Global Center Policies and Procedures Charter* when accessing the AMPP SC web pages and included on SC meeting agendas.
- Sign in with first and last name on the committee attendance roster or as virtual participant for meetings
- Avoid the use or listing of any trademarked product or material in any standard.
Be familiar with options to Adjudicate Negative Votes (SCOM ¶ 6.3.5.2) (additional details in “Ballot Comments Adjudication Training”)

- Persuasive
- Withdrawn
- Withdrawn with Editorial Changes
- Not Persuasive
- Not Related/Non-Responsive
- Previously Considered
Questions?

Email
standards@ampp.org