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

<table>
<thead>
<tr>
<th>Join the SC!! The DPM should be a member of the SC</th>
<th>A Project Request Form has been submitted and approved</th>
<th>Establish project team – recruit SMEs</th>
<th>Conduct a kickoff meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Establish project team meeting schedule</td>
<td>Lead team efforts to develop or revise a draft document or other project (pictorial standard, repository, video, etc.)</td>
<td>Submit draft/project for ballot (see AMPP Standards Balloting Training)</td>
<td>Adjudicate comments (see AMPP Ballot Comments Adjudication Training)</td>
</tr>
</tbody>
</table>
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

- 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

- 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 Standards Program Committee (SPC)
- Ballot Approved if: >50% SC Votes and ≥75% Vote Affirmative
- Reballot Conducted if Technical Changes are Made
- SC Ballot Comments Adjudicated; May Revise Draft
- Ballot Issued to SC
- Standard Published once Approved by SPC

Ballot Approved if:
>50% SC Votes and ≥75% Vote Affirmative
# Document Project Actions

<table>
<thead>
<tr>
<th>Develop</th>
<th>Revise</th>
<th>Reaffirm</th>
<th>Stabilize</th>
<th>Cancel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Develop new standard</td>
<td>Revise existing standard</td>
<td>Reaffirm existing standard</td>
<td>Stabilize existing standard</td>
<td>Cancel existing standard</td>
</tr>
<tr>
<td>• SPC approval not required</td>
<td>• SPC approval not required</td>
<td>• Must have been reaffirmed once to be eligible</td>
<td>• SPC approval not required</td>
<td></td>
</tr>
<tr>
<td>Draft</td>
<td>Prepared by DPM to AMPF Headquarters:</td>
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<tr>
<td>Draft 1</td>
<td>Submitted for Ballot:</td>
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<tr>
<td>Draft 2</td>
<td>Distributed to SC for Ballot:</td>
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<tr>
<td>Draft 3a</td>
<td>Distributed to SC for Ballot:</td>
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<tr>
<td>Draft 3b</td>
<td>Distributed to SC for Ballot:</td>
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<tr>
<td>Draft 4</td>
<td>Distributed to SC for Ballot:</td>
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<tr>
<td>Draft 5</td>
<td>Distributed to SPC for SPC Level Ballot:</td>
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**Keywords:**

- Association for Materials Protection and Performance (AMPP)
- www.ampp.org
- Tel: +1.361.238.6200
- ©2021 Association for Materials Protection and Performance (AMPP)
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

The Global Leaders in Materials Protection and Performance
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.
Understanding AMPP Intellectual Property (IP) Policy for DPM’s

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