Advanced Media Workflow Association
Project Work Proposal Template

Italicised text to be replaced with specific description of the proposed work

Proposal submission date
Date of proposal submission

Name of Proponent(s)
Provide the name of the proponent for this proposal. It is fine if there is more than one Proponent. If the Proponent is a corporation, list the AMWA member corporation and the name of an individual representing that corporation along with contact information.

Abstract
Provide a concise statement of the proposed work.

State whether the work provides new AMWA specifications or revises (e.g. extends) existing AMWA specifications.

Business Justification
Provide a business justification devoid of technical jargon which describes the problem that is being addressed by this proposal and the business benefits which will be realized. Please write this justification in such a way that the Business Steering Committee can reasonably evaluate whether this business justification has been satisfied at the end of the project.

User Requirements
Provide a concise enumerated list of user requirements which will be met by the fulfilment of this proposal. Please state these requirements in such a way that the Business Steering Committee can reasonably evaluate whether these user requirements have been fulfilled at the end of the project.

Author(s)
Provide the name of an individual or individuals who will be responsible for drafting the document.

Sponsor(s)
Identify at least one AMWA Principal or General Member to formally sponsor this proposal within AMWA. Identify at least one end-user to formally sponsor this proposal. Identifying more than one is fine and encouraged.

Project timeline
Provide a project timeline based upon information and resources identified in this proposal.

List of Participants
List the people who have expressed a commitment to actively participate in development of the documents, and their intended role. People should be identified by name and organisation. Once the work is underway, additional AMWA participants may become active who were not initially identified in the work proposal.

Deliverables
The following deliverables are asked for by the AMWA Document Process as appropriate for what is being proposed:

- *Business Justification: Describes from a business perspective why the work is important to the AMWA and to the industry at large. This is developed during the Proposal Phase.*

- *User Requirements Document: Defines in an enumerated list what the system being proposed shall do, as perceived by its users. This is developed during the Proposal Phase.*
- *Technical Specification: Defines technical details of the new work or change with respect to an existing specification. For expediency, changes to existing functionality should be specified as a list of changes to the currently adopted Specification versus an updated version of the full Specification. The initial high-level idea is presented as part of this proposal. The technical detail for this is provided at the conclusion of the Editing and Review phase.*
- *Reference Implementation: An implementation that contains the new work or change. This must be provided at the conclusion of the Editing and Review Phase.*
- *Test Suites: Instructions and/or software that tests the implementation to see if it is compliant with the suggested new work or change. This must be provided at the conclusion of the Editing and Review Phase.*
- *Sample Files: Files created with the Reference Implementation to help in the development and compliance verification. These must be provided at the conclusion of the Editing and Review Phase.*
- *Intellectual Property Disclosures: Disclosure of IP contained in the change in conformance with the Association's IPR Policy. These must be provided in accordance with the AMWA IPR Policy available at http://www.amwa.tv/policies.*

Project-Specific Deliverables
List the specific deliverables for the proposed work, addressing each of the required generic deliverables.

Outline Plan
State the intended plan to achieve the deliverables, including intended delivery dates and any external dependencies on timescale.