1. **PURPOSE**

The purpose of the working group is to identify ways to enhance the utilization of Agile Systems Engineering and Systems Architecture and to add to the Systems Engineering body of knowledge.

1. **MAJOR ACTIVITIES OF WORKING GROUP**

* Identify industry and government best practices in areas of Agile SE and Systems Architecture.
* Identify challenges that exist in the utilization of Agile SE and Systems Architecture.
* Collaborate with leading practitioners of Agile SE and Systems Architecture to identify where solutions are required.
* Maintain engagement and evolution of Agile within SE community.
* Act as a Liaison between Agile, Systems Architecture and SE community for INCOSE WMA Chapter.
* Produce deliverables such as white paper or presentation materials to share it with broader SE community.
* Collaborate with and support other INCOSE WMA WGs to foster the value of SE.

1. **SKILLS AND EXPERTISE REQUIRED**

Skills, expertise, and knowledge required in the operation of the WG will include

* Knowledge of SE principles and practices
* Project management
* Agile Systems Engineering
* Systems Architecture Frameworks
* Systems Thinking

1. **MEMBERS, ROLES AND RESPONSIBILITIES**

|  |  |  |
| --- | --- | --- |
| Position | Responsibilities | Incumbent |
| Chairs | Call and preside over WG meetings  Manage and administer WG  Duties common to all WG members | Subash Kafle  Shakila Khan  Daniel Canales |
|  |  |  |
| Members | Secretary  Editor |  |
| Members | Meeting Co-Coordinator |  |
| Others TBD |  |  |

1. **OUTCOMES (PRODUCTS/SERVICES)**

* Artifacts, presentations, abstracts, research endeavor, or publications in support of areas in Agile SE and Systems Architecture
* Charter Updates as needed

1. **APPROACH** 
   1. **WG Administration**

Key Expectations: Roles, responsibility, and accountability for work and support of the WG is expected be met by all members.

WG Membership:

* Membership of the WG is open to all INCOSE members and non-members. Co-Chairs must be members.
* “Active Members” of the WG are those who participate in at least 50% of the WG meetings convened. Participation may be either face-to-face or online.

WG Leadership

* WG Leadership (Co-chairs) shall serve a one-year term. Terms are renewable without limitation
* Initial WG Leadership is established by this Charter
* WG Leadership shall be elected by the Active Members of the WG annually at a WMA Chapter Meeting

Meetings

* Meetings of the WG will be held at an interval agreed to by the Active Members, with the interval initially set to Monthly.
* Meetings outside the regular interval may be requested by any Active Member and such meeting shall be announced through the WG mailing list at least three (3) days before the meeting is to occur. Prior to the meeting, a majority of the Active Members must respond in the affirmative to the meeting being held. The attendance for such a meeting must satisfy quorum for WG business to be conducted.
* Ad-Hoc working meetings can be scheduled when necessary.
* Minutes of all meetings shall be approved at a subsequent meeting and posted on the agreed-upon location such as INCOSE WMA SharePoint.

Governance

* This charter shall serve as primary governance for the WG Ground Rules
* Work may be conducted by the WG at any gathering (physical or virtual) regardless of the number of WG members present
* Decisions affecting the efforts of the WG will be made by consensus of the Active Members of the WG. Consensus will be monitored by informal polling of active WG members by the Co-chairs

Communication

* WG business shall be conducted at meetings and activities, such as a subgroup established by one of the Chairs, shall report at each regular meeting.
* Outside of the regular meetings, the primary means of communications among all WG members shall be via email [or other choice]. In addition, the WG shall maintain a repository of contributions, WG minutes, WG products, and other resources (e.g. wiki) as can be maintained and are available to all members.

Decision Policy

* This group will seek to make decisions through consensus and due process. A Co-chair or other INCOSE member makes an initial proposal, which is then refined in discussion with members of the group and other reviewers, and consensus emerges with little formal voting being required.
* However, if a decision is necessary for timely progress, but consensus is not achieved after careful consideration of the range of views presented, the Co-chairs may call for a group vote, and record a decision along with any objections.
* To afford asynchronous decisions and organizational deliberation, any resolution (including publication decisions) taken in a face-to-face meeting or teleconference will be considered provisional. A call for consensus will be issued for all resolutions (for example, via email and/or web-based survey), with a response period from one week to 10 working days, depending on the chair's evaluation of the group consensus on the issue. If no objections are raised on the mailing list by the end of the response period, the resolution will be considered to have consensus as a resolution of the WG.
* All decisions made by the group should be considered resolved unless and until new information becomes available, or unless reopened at the discretion of the Co-chairs or the INCOSE WMA Chapter President.

Intellectual Property (IP) management

* All IP will be owned by the INCOSE WMA chapter with appropriate acknowledgement of sources.
* All IP will be maintained and made available to other organizations on a royalty-free license basis.
  1. **Initial Project**

The initial project for the WG will be standing up the working group, documenting the opportunities and challenges that can be addressed by the WG, and documenting the activities and results of community input and interest in the first 6 months of the WG.

1. **MEASURES OF SUCCESS**

Initial WG success will be measured by the magnitude of participation of INCOSE members. Future measures of success will be added based on additional projects that will be added to the scope of the WG.

1. **RESOURCE REQUIREMENTS**

Infrastructure support may include communications and meeting platform such as VOIP. For example

* Periodic meeting support such as teleconference support and web conference support

Additional resources will be determined as needed.

1. **DURATION**

While initial results are expected within two years, continuing efforts will persist for continuous process improvement. This Charter will remain in effect until rescinded by the signatory.

1. **SIGNATURES**