

Dipl.-Ing. Ernst-Peter Ziethen
Director International of DIN

Standards development times and development tracks

Geneva, June 2005

DIN Deutsches Institut für Normung e. V.
Burggrafenstraße 6, 10787 Berlin, Germany. <http://www.din.de>

Requirements from stakeholders

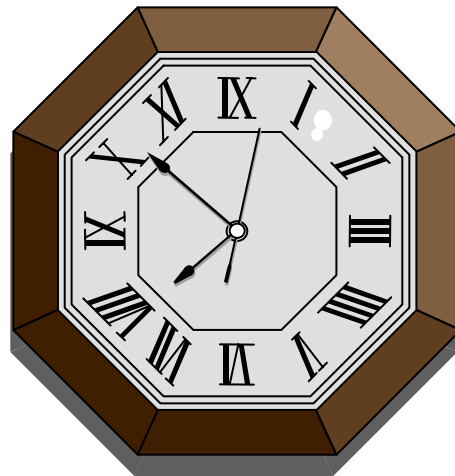
- Make standardization more efficient
- Speed-up the process
- Save costs
- Improve the user-friendliness

Standardization has to be efficient

- **Standardization projects have to be conducted like projects in industry (justification, costs, benefits, target dates)**
- Proactive application of project management concepts and techniques
- Systematic use of IT tools

New Project Management

Reduction of the time required for the development of International Standards



Goal: 36 months

“Bottlenecks” in the Standardization Process

- Performance of TC/SC secretariats (lack of efficient project management)
- Communication between Chairs and Secretariats (e. g. insufficient cooperation between the meetings, willingness to be led rather than to lead, etc.)
- The "waiting for the next meeting" syndrome

Actions to be taken

- Improving TC/SC project management
- Strong leadership from the Chairs
- Professional support for WG conveners, i. e. support for drafting standards, using templates, and how to "get it right first time"
- Strong commitment from NSBs holding the TC/SC secretariats
- More focused training by ISO/CS
- WGs to be required to work continuously (not just before the TC/SC meeting)

Speeding up the standardization process

- Introduction of a preliminary stage to deal with New Work Items before their registration as an active work item
- Introduction of a timeframe for delivering a document and taking care of the comments received
- Using new deliverables when projects are not progressing

Timeframes for technical work

Standardization projects have to be managed like projects in industry.

- Before starting the work, the market need has to be analysed carefully.
- A clear understanding on the expected date of availability of the standard is needed.
- TCs or SCs are responsible for managing the technical work.

Criteria for selecting the timeframe

- **Market relevance:** Expectations from industry and other stakeholders have to be taken into account.
- **Priority:** There should be a clear understanding at what point in time the International Standard will be needed by the market.
- **Resources:** There should be a clear commitment from stakeholders that they are prepared to allocate the resources for meeting the selected timeframe.

Timeframes for the development of IS

Possible alternatives

| | |
|-----------------------|-----------|
| Recommended timeframe | 36 months |
| Accelerated timeframe | 24 months |
| Enlarged timeframe | 48 months |

The TC/SC has to decide at the beginning of the work which of these timeframes applies.

Recommended timeframe (Default timeframe)

| Project stage | Milestones | Sub-stage | Project time |
|-------------------|---|-----------|--------------|
| Preparatory stage | Registration of approved new work item (AWI) | 20.00 | 0 |
| Committee stage | Registration of Committee Draft (CD) | 30.00 | 12 |
| Enquiry stage | Registration of draft International Standard (DIS) | 40.00 | 18 |
| Approval stage | Registration of final draft International Standard (FDIS) | 50.00 | 30 |
| Publication stage | Publication of International Standard (IS) | 60.60 | 36 |

Accelerated timeframe

| Project stage | Milestones | Sub-stage | Project time |
|-------------------|---|-----------|--------------|
| Preparatory stage | Registration of approved new work item (AWI) | 20.00 | 0 |
| Committee stage | Registration of Committee Draft (CD) | 30.00 | n. a. |
| Enquiry stage | Registration of draft International Standard (DIS) | 40.00 | 6 |
| Approval stage | Registration of final draft International Standard (FDIS) | 50.00 | 18 |
| Publication stage | Publication of International Standard (IS) | 60.60 | 24 |

Enlarged timeframe

| Project stage | Milestones | Sub-stage | Project time |
|-------------------|---|-----------|--------------|
| Preparatory stage | Registration of approved new work item (AWI) | 20.00 | 0 |
| Committee stage | Registration of Committee Draft (CD) | 30.00 | 12 |
| Enquiry stage | Registration of draft International Standard (DIS) | 40.00 | 24 |
| Approval stage | Registration of final draft International Standard (FDIS) | 50.00 | 42 |
| Publication stage | Publication of International Standard (IS) | 60.60 | 48 |

Target date for DIS is not met

Actions to be taken by the TC or SC:

- a) DIS – if technical content is acceptable and mature
- b) TS – if technical content is acceptable but unlikely sufficient mature for a future International Standard
- c) TR – if technical content is not regarded acceptable for a future IS or TS, but nevertheless of interest to the public
- d) Request to TMB for granting an exception – if no consensus can be reached, but if there is strong interest from stakeholders to continue
- e) Delete the WI – if TC/SC is unable to find a solution

Target date for FDIS is not met

Actions to be taken by TC or SC

- a) FDIS – if the technical content is acceptable and mature
- b) TS – if technical content is acceptable but not sufficient mature for an IS
- c) TR – if technical content is not acceptable for an IS or TS, but nevertheless of interest to the public
- d) Publish the “state of the debate” – if no consensus can be reached, but if the work is still market relevant
 - Second DIS
 - Request to TMB for granting an exception
- e) Delete the WI – if TC/SC is unable to find a solution

Actions to be taken by ISO/CS and TMB

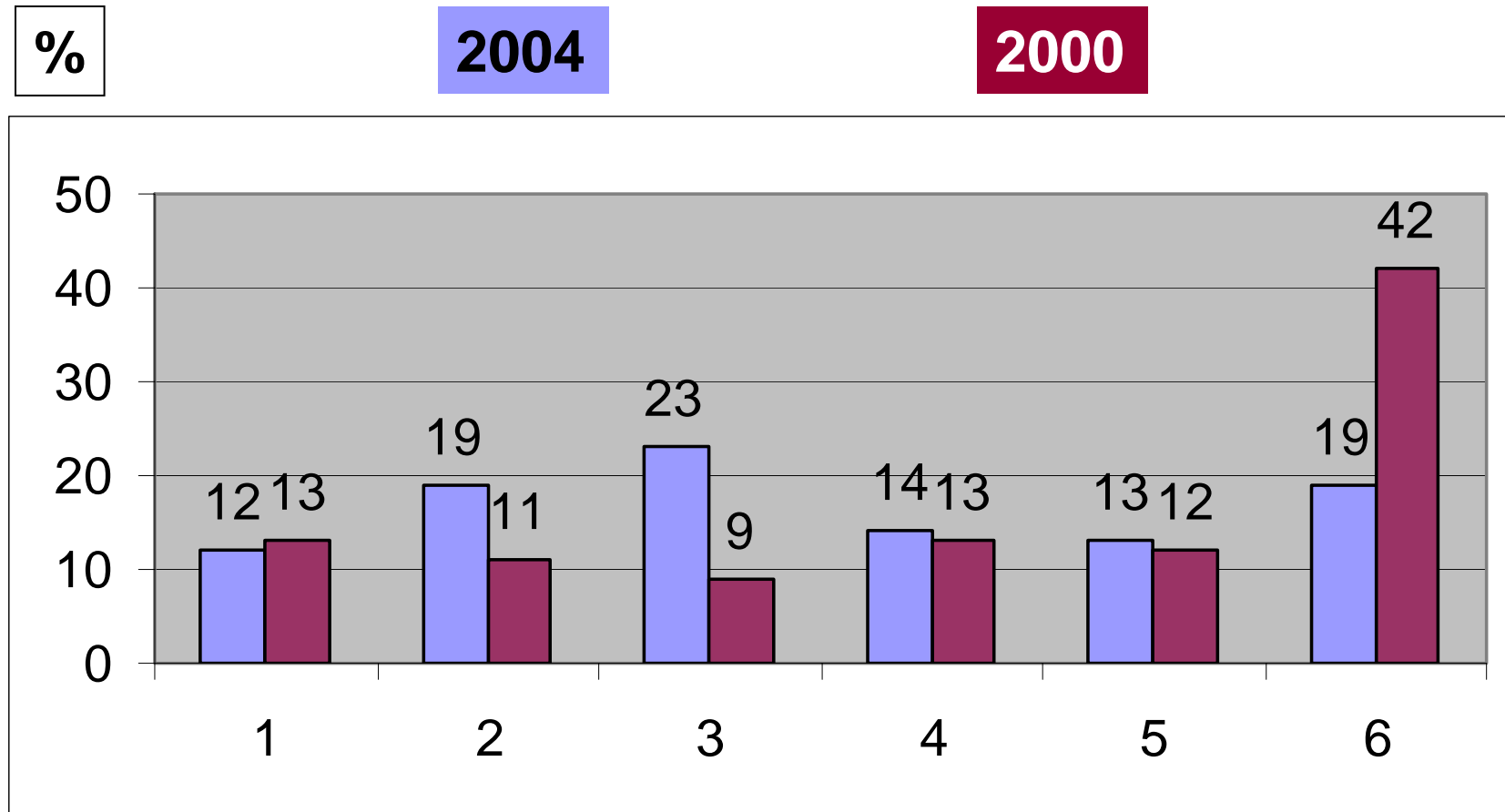
A project is cancelled automatically:

- if the target dates for DIS (stage 40.00) or FDIS (stage 50.00) are not met and if the TC or SC has not taken and implemented a decision within 6 months after the target dates have expired,
- if the maximum timeframe (5 years) is not met and if the TC or SC does not provide appropriate justification which would allow TMB to grant an exception,
- if there is no visible progress within 2 years (i. e. no change of stage code) and if the TC or SC does not provide appropriate justification which would allow TMB to grant an exception.

Current situation

- total of projects under >Warning< at the end of May (<12 months) **552**
- total of projects under >Critical< at the end of May (<6 months) **343**
- total of projects cancelled under the 3 Tracks rule (DIS or FDIS target date overdue) **5**
- total of projects (doc type IS) for which a TRACK has been set (10.99-60.00) **2055**

Time to market - Development 2000/2004



2004: 68 % of the projects meet the time frames (2000: 46 %)

years

Conclusions

TCs and SCs manage their work programmes pro-actively.

- The progress of work has to be monitored.
- Appropriate action has to be taken if projects are delayed.
- When establishing their work programmes, TCs and SCs should consider very carefully whether the conditions for meeting the target timeframes are fulfilled.

Standardization starts with management



Thank you for your attention