

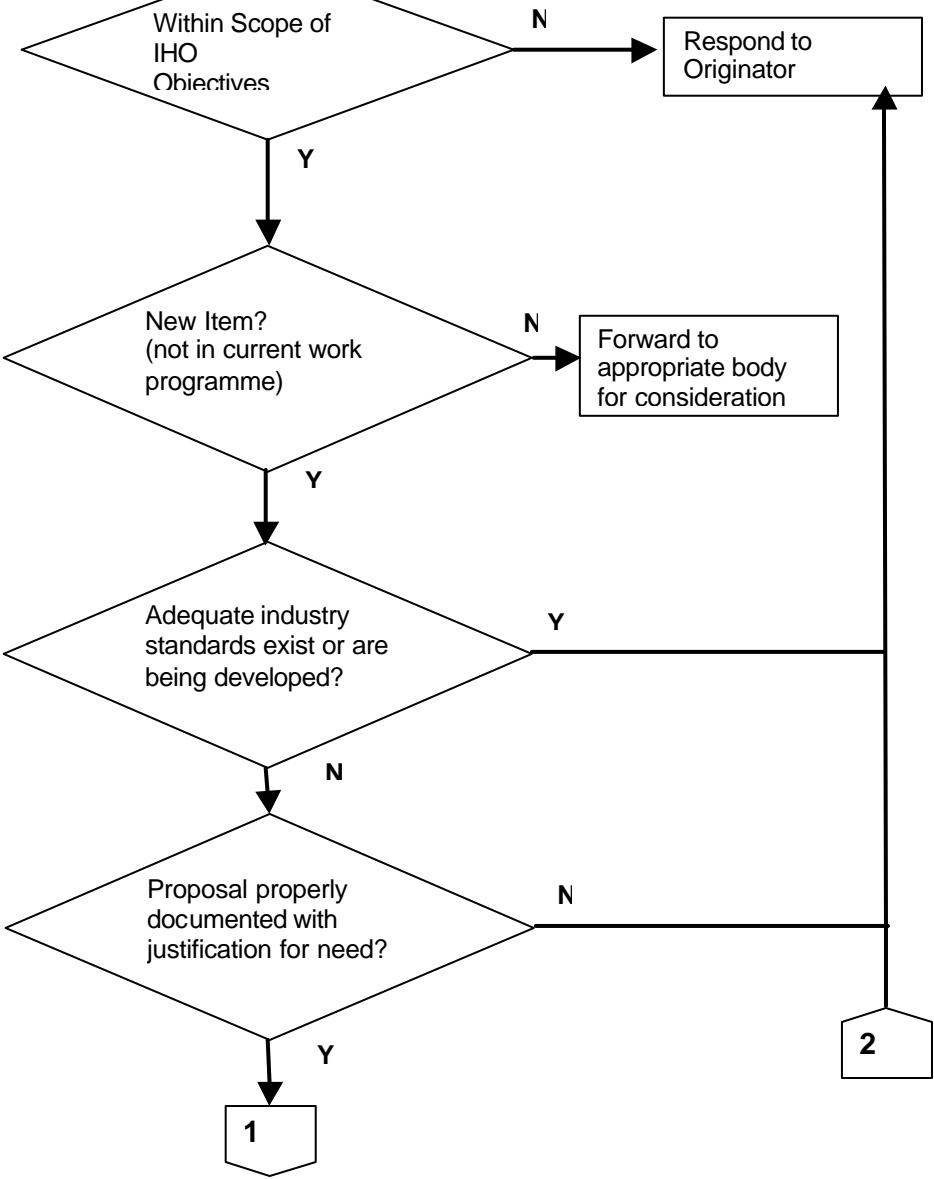
**16<sup>TH</sup> CHRIS MEETING**  
**Ottawa, Canada, 28-31 May 2004**

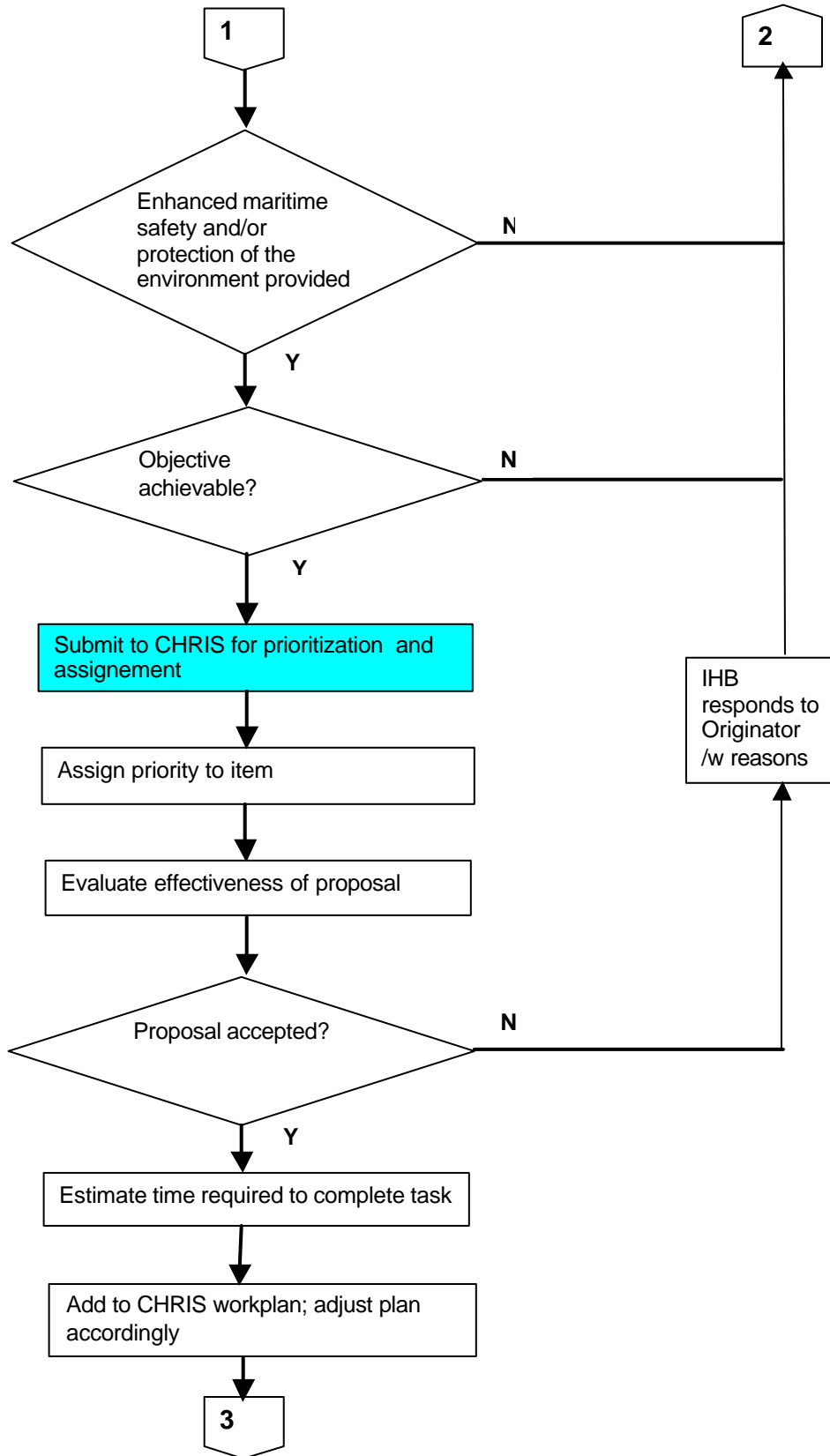
**TEMPLATES FOR PROGRESS REPORTS AND CHANGE NOTES**

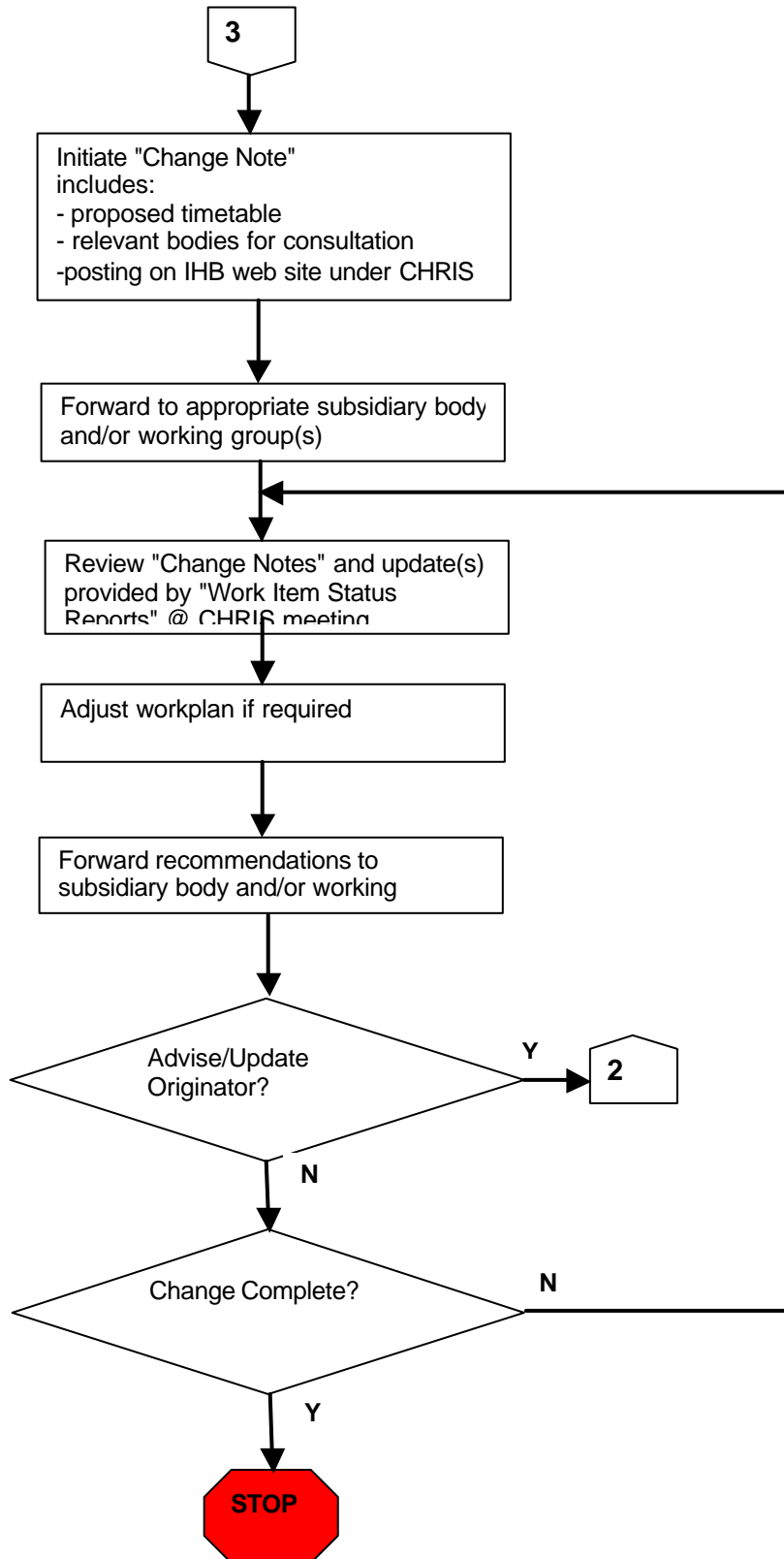
<b><i>Submitted by:</i></b>	Michel Poulin, CHS
<b><i>Executive summary:</i></b>	An action arising from CHRIS/15 was for Canada to develop templates for a "progress report" and "change note" and develop the accompanying flow chart to reflect the adopted text. These are provided in the attachment, with a flow chart, followed by a "Change Proposal to CHRIS" (Annex A), a "Change Note from CHRIS" (Annex B), and a "Work Item Status Report for CHRIS" (Annex C).
<b><i>Actions to be taken:</i></b>	The meeting is invited to consider and review the attached flow chart and templates, in view of their adoption as CHRIS reference documents.
<b><i>Related documents:</i></b>	CHRIS16-5A

**Originator:**  
1. Working Group of CHRIS  
2. Hydrographic Office  
3. International Bodies  
4. Industry/Academia  
5. Other

Submit "Change Proposal" to IHB







**CHANGE PROPOSAL to CHRIS**

<b>1</b>	<b>CHRIS Change Proposal Reference ID:</b> _____
<b>2</b>	<b>Date of Submission:</b>
<b>3</b>	<b>Submitted by:</b> <ul style="list-style-type: none"><li>○ Hydrographic Office, which: _____</li><li>○ CHRIS Working Group, which: _____</li><li>○ International Body, which: _____</li><li>○ Industry/Academia, whom: _____</li><li>○ Other, please specify: _____</li></ul> _____ _____
<b>4</b>	<b>Executive Summary:</b>
<b>5</b>	<b>Related Documents:</b>
<b>6</b>	<b>Background and Scope:</b>

7	<p><b>Perceived Benefits</b></p>
8	<p><b>Needs Justification</b></p>
9	<p><b>IHB Analysis/Action(s)</b></p> <p><b>Proposal Accepted?:</b> _____</p>
10	<p><b>IF related to existing Work Item forward to:</b>  <b>Working Group, which:</b> _____</p> <p><b>IF related to external development refer item to:</b>  <b>External Body, which:</b> _____</p> <p><b>IF not accepted, respond to Originator:</b>  <b>Reference:</b> _____</p>
	<p><b>If Proposal accepted by IHB then...</b></p>
11	<p><b>Assess and assign priority to item:</b></p>
12	<p><b>Effectiveness of proposal:</b></p>

13	<b>Substantiate/Derive Work Items required to accomplish proposed “Change”:</b> 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____ 8. _____ 9. _____ 10. _____
14	<b>Estimate time required to complete the item and its parts (see 13):</b>
15	<b>Does it fit within the current CHRIS work-plan?</b> <b>YES, then identify version of workplan: _____</b> <b>NO, then provide plan of action (e.g. wait):</b>
16	<b>Has the item been accepted by CHRIS?</b> <input type="radio"/> <b>YES, please identify “Change Note Reference ID”:</b> _____ <input type="radio"/> <b>NO, then advise IHB.</b>

**CHANGE NOTE from CHRIS**

<b>1</b>	<b>CHRIS Change Note Reference ID:</b> _____
<b>2</b>	<b>Related CHRIS Change Proposal Reference ID:</b> _____
<b>3</b>	<b>Work Items (see item 13 in “Change Proposal”):</b> 11. _____
<b>4</b>	<b>Work Item assigned to which Working Group?</b>
<b>5</b>	<b>Proposed timetable:</b> <b>Start Date:</b> _____ <b>End Date:</b> _____ <b>Delays expected due Pre-requisites:</b> _____
<b>6</b>	<b>Comments/adjustments to proposed timetable</b>
<b>7</b>	<b>Review and comments on work item by working group</b>
<b>8</b>	<b>Impact Assessment</b>
<b>9</b>	<b>Repeat steps 3 to 8 for each Work Item in the referenced Change Proposal. Post updated Note on IHB web site (time stamped).</b>



**WORK ITEM STATUS Report for CHRIS**

<b>1</b>	<b>CHRIS Change Note Reference ID:</b> _____
<b>2</b>	<b>Work Item Reference ID:</b> _____
<b>3</b>	<b>Work Item assigned to which Working Group?</b>
<b>4</b>	<b>Revised timetable:</b> <b>Start Date:</b> _____ <b>End Date:</b> _____ <b>Delays:</b>
<b>5</b>	<b>Examination of causes (if appropriate):</b>
<b>6</b>	<b>General comments on work item by working group:</b>
<b>7</b>	<b>Actions undertaken:</b>
<b>8</b>	<b>Effectiveness of those actions:</b>

<b>9</b>	<b>Actions that will not be taken and why:</b>
<b>10</b>	<b>Remaining actions to be taken:</b>
<b>11</b>	<b>No more actions to be taken and recommend Note be CLOSED:</b> <ul style="list-style-type: none"><li>○ YES, authorized by: _____</li><li>○ NO, report again after next meeting.</li></ul>