

IEEE Computer Society/SEI Watts S. Humphrey Software Process Achievement (SPA) Award

Process Overview

2018 Award Year

Document Markings

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2018 SPA award subcommittee membership

2018 Proposed Chair: Julia Mullaney, Software Engineering Institute

Vice Chair: Gerd Hoefner, Siemens Technology India

Voting members:

Jens Heidrich, Fraunhofer IESE

Gerd Hoefner, Siemens Technology India

Neal Mackertich, Raytheon Company

Ramakrishnan Muthuraman, Retired

Clas Neumann, SAP Labs Network

Ed Weller, Integrated Productivity Solutions, LLC

Non-voting members:

Mike Konrad, Software Engineering Institute - 2017 Chair:

Dieter Rombach, Fraunhofer IESE – rest year

Humphrey Award Coordinator

Michele Falce, Software Engineering Institute

Award description

The award is fully described on the IEEE and the SEI websites.

- <https://www.computer.org/web/awards/humphrey-spa>
- <https://www.sei.cmu.edu/process/casestudies/processawards/index.cfm>

The web pages have the following sections

- Overview
- Criteria
- Eligibility Requirements
- Schedule
- Nomination Materials
- Conditions
- Evaluation Process
- Recipient Support Process
- Resubmission
- Previous Humphrey Award Recipients

Governance

The Humphrey SPA committee is a subcommittee of the IEEE Awards committee and is governed by the following documents

- IEEE Awards Handbook – Oct. 2011
- IEEE Policies & Procedures Manual and Operations Handbook - Nov. 2016

IEEE Awards Committee chair – Paolo Montuschi

IEEE Awards Committee operations support

- Anne Marie Kelly, Associate Executive Director, Director of Governance
- Milagros (Millie) Lovos, Senior Governance Program Specialist at IEEE Computer Society

Roles and responsibilities

Role	Responsibilities
IEEE Awards Committee	Final approval authority <ul style="list-style-type: none">• approves award recipient(s)• approves subcommittee chair nomination
SEI Approvers	Final approval authority <ul style="list-style-type: none">• approves award recipient(s)• approves subcommittee chair nomination
SPA Subcommittee	Standing subcommittee <ul style="list-style-type: none">• actively solicits nominations• evaluates nominees• recommends winners/losers• award announcement, presentation, and documentation

SPA subcommittee membership

Chair

- Chair serves a two-year term with an option to renew for a third (not to exceed three years)
- Chair must be approved by both IEEE and the SEI

Members

- nominated by the chair for a one-year term
- can serve up to three terms – each year chosen by the current chair
- can rest one year
- membership turnover is staggered to maintain continuity
- no less than three voting members, no more than seven
- includes a permanent member from the SEI
- terms typically run from January 1 – December 31

Subcommittee must be “seated” by January 1

Chair responsibilities

Plan and oversee the SPA process

- Define the meeting schedule
- Provide advanced notification of agenda, time, and place
- Obtain, prepare, and distribute meeting materials for review in advance
- Facilitate meetings
- Ensure meeting notes are kept, and action items are tracked to closure
- Ensure all award activities are completed and are consistent with governance documents
- Help the subcommittee come to consensus on award recommendation

Liaison to IEEE award committee and SEI – serves on Awards committee

Support award winners

- select conference for award bestowal
- bestow award to winner
- mentor the award recipient with the development of the conference presentation and technical report

Serve as an active member of the subcommittee

Member responsibilities

Maintain good standing on the subcommittee

- Adequately prepare for, attend, and actively participate in scheduled meetings (as geographically possible)
- Respond to actions and execute assignments in a timely manner
- Exercise extreme caution to maintain confidentiality in deliberations, including the identity of nominees. (See Handbook section 2.5 confidentiality)
- Identify potential conflicts of interest with a nominator or nominee. (See Handbook 2.6 for conflicts of interest)

Actively support the SPA process

- Solicit nominations via conferences, trade shows, publications, and personal contacts
- Mentor nomination submissions
- Evaluate nomination packets and prepare evaluation for each submission
- Assisting in interviewing all award finalists
- Help to draft and review Award Recommendation report

Continuously improve the SPA process

- Compile lessons learned and process improvement ideas
- Suggest new subcommittee members

Award coordinator responsibilities

The Award Coordinator's duties include:

- Provide planning and tracking support to the Award chair and subcommittee
- Put communication and outreach plan into effect during the nomination period
- Work with chair and subcommittee during the award review cycle to keep the processes moving forward and help them come to consensus on the submitted nomination packages
- Provide guidance and support during the final reporting process to nominees and/or the award winner(s)
- Maintain project schedule for chair and subcommittee
- Maintain award pages on SEI website to ensure consistency with IEEE website
- Act as SharePoint administrator for subcommittee

Award process

Every Year			Optional (if there is a winner)		
Solicitation January - May	Evaluation June - November	Approval December	Announcement December/January	Award Spring following	
Activities	<ul style="list-style-type: none"> January Orientation & Kickoff mtg. Create PR and outreach plan Create marketing materials Checkpoint mtg. 	<ul style="list-style-type: none"> Screen nominations – minor resubmit, major – invite for future submission Review accepted nomination packets <ul style="list-style-type: none"> additional info teleconferences on-site interviews Reach consensus and document recommendations 	<ul style="list-style-type: none"> IEEE approval SEI approval Select conference for award bestowal Compile lessons learned Seat subcommittee for following Award year including Chair if necessary 	<ul style="list-style-type: none"> Write news articles and press releases 	<ul style="list-style-type: none"> Obtain cash award and plaque Bestow award
	Materials	<ul style="list-style-type: none"> Call for Nominations post card Ad for publications SEI News article for SEI PR & Outreach plan Nomination packets Written acknowledgement of nomination packet 	<ul style="list-style-type: none"> Nomination packets Evaluation template Completed evaluations Subcommittee recommendation report 	<ul style="list-style-type: none"> Subcommittee recommendation report Formal response to all nominees Updated award process and orientation materials 	<ul style="list-style-type: none"> Press release/news article

Folder and document structure

Award Year YYYY

Reference

- Process Overview Presentation
- Chair and subcommittee listing
- Chair and subcommittee bios/CVs
- Lessons learned
- One pager - TBD

Nomination Process

- Submitted nomination packets
- Evaluation template
- Completed evaluations
- Recommendations report template
- Recommendations report
- Notification to nominees

Communication and Outreach

- Call for nominations post card
- Ad for publications
- News articles
- Communication/outreach plan
- Press release/news article on winners
- Conference presentation(s)
- Award recipient report template
- Award recipient report(s)

Contact Information

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