

Planning DITA 1.3

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Phases of the OASIS approval process

OASIS phase	Estimated time	Assumptions
Public Review of Committee Specification Draft (CSD)	7 weeks	We only conduct one review of the CD. This means we do not make material changes to the CSD after the close of the review.
Approval of Committee Specification	2 weeks	
Approval of Candidate OASIS standard	4 weeks	We do not make ANY changes to the spec after we approve it as a Candidate OASIS standard.
Public Review of Candidate OASIS standard	7 weeks	
Approval of OASIS Standard	5 weeks	
TOTAL	25 weeks	

Public Review of Committee Specification Draft: 7 weeks

DITA TC approves a committee specification draft and resolves (via full-majority vote) to send it to public review.

TC provides TC Admin with a list of external stakeholders who should be notified of the review.

TC Admin processes request and announces review.
(Estimate: 7 days)

Public review

During the review, the TC must acknowledge and track each comment. (30 days)

After the review is completed, the TC posts its disposition of each comment to the TC mailing list.
(Estimate: 14 days)

Approval of Committee Specification: 2 weeks

TC resolves to request a special majority vote to advance the draft as a Committee Specification.

TC provides TC Admin with:

- URI of meeting minutes
- Location of editable files
- Summary of non-material changes made since last public review

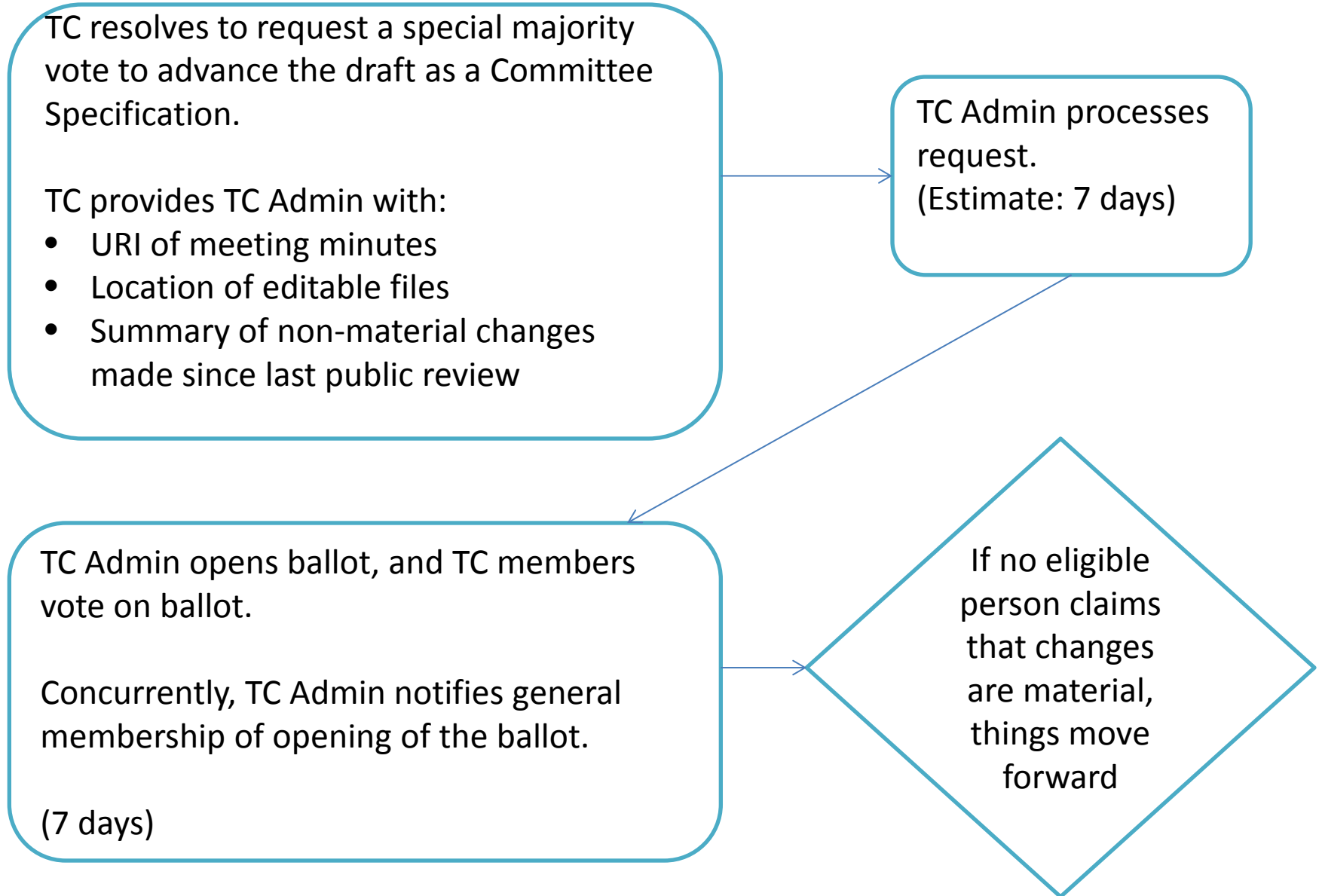
TC Admin processes request.
(Estimate: 7 days)

TC Admin opens ballot, and TC members vote on ballot.

Concurrently, TC Admin notifies general membership of opening of the ballot.

(7 days)

If no eligible person claims that changes are material, things move forward



Approval of Candidate OASIS standard: 4 weeks

After the TC has three statements of use, it resolves to request a special majority vote to advance the Committee Specification as a Candidate OASIS Standard.

TC Admin processes request.
(Estimate: 7 days)

TC Admin opens ballot, and TC members vote.
(7 days)

TC provides TC Admin with **submission**:
Candidate OASIS Standard.

TC admin processes submission and checks for completeness and correctness.
(15 days)

Public review of OASIS Candidate Standard: 7 weeks

TC Admin announces opening of the public review.

Public review

During the review, the TC must acknowledge and track each comment.

(Minimum of 60 days)

After the review is completed, the TC posts its disposition of each comment to the TC mailing list. (Estimate: 7 days)

Approval of OASIS Standard: 5 weeks

DITA TC resolves to request a special majority vote to advance the Candidate Standard as an OASIS Standard.

TC Admin processes request (7 days)

TC Admin opens ballot, and members vote. (7 days)

TC Admin processes request for OASIS ballot. (7 days)

TC Admin opens ballot for OASIS standard approval.

Voting period for OASIS organizational members. (14 days)

Enough votes, and no negative votes?

DITA 1.3 becomes an OASIS standard immediately after the ballot.