

Table of Contents

1	Introduction and Business Value	7
1.1	Business Value	7
1.2	Relationship to Other Documents	8
1.3	Program Foundational Principles	9
1.4	Governance Body	10
1.5	Variances	11
1.6	Review Cycle	11
2	Key Terms/Document Types.....	13
3	Operating Principles	15
3.1	Steering Committee Meeting Logistics Principles	15
3.2	Document Principles	15
4	Engineering Standards Program Governance	17
4.1	Sponsor.....	18
4.2	Steering Committee	18
4.3	Program Manager	19
4.4	Design of Documents.....	19
4.5	Document Owner	20
4.6	Subject Matter Expert	20
5	Creating and Approving Document Content	21
5.1	Document Development Process	21
5.2	Planning.....	21
5.3	Authoring/Development/Review.....	24
5.4	Approval.....	26
6	Document Maintenance.....	27
6.1	Periodic Review	27
6.2	Management System	27
6.3	Revision Management	27
6.4	Retiring Documents	28
7	Knowledge Transfer	29
7.1	Communication	29
7.2	Training	31
8	Engineering Standard Variance Process.....	33
9	Partner Firm Use of Operating Company Engineering Standards.....	35
9.1	Introduction and Overview	35
9.2	Applicability of Engineering Standards to Partner Firms.....	35
9.3	Transmittal of Engineering Standards.....	36
9.4	Partner Firm Use of Engineering Standards	37
9.5	User Requirements Specifications in Relationship to Engineering Standards.....	37

10 Appendix 1 - Templates and Examples39

- 10.1 Engineering Document Project Charter Template..... 39
- 10.2 Generic Standard Template 41
- 10.3 Document Comment Summary..... 43
- 10.4 Example Governing Board Presentation Slides..... 44
- 10.5 Applicability Grid Project Example 46
- 10.6 Engineering Standard Variance Request..... 47

11 Appendix 2 - Acronyms49