**1. Proposed title of Recommended Practice: SAWE RP A-10:20xx WEIGHT AND BALANCE DATA REPORTING FORMS FOR GUIDED MISSILES AND SPACE LAUNCH VEHICLES**

**2. Proposed Consensus Body Chair (CB Chair):** *Jeff Cerro* [*jeffrey.a.cerro@nasa.gov*](mailto:jeffrey.a.cerro@nasa.gov)*,*

**3. Scope of Work:** *Update to new template, seeking current technical inputs as well along the way thus this will be done as a substantive change process. Correcting known formatting errors along the way. Update to create an RP A-09, that is a reformat of the existing RP and incorporation of the current Standard Development Template. A continuation of work initiated by A. Schuster, but until now not incorporated into IC M&S activities.*

**4. Provide an explanation of the need for the Mass Properties Engineer community:**

*RP-10 currently only exists in Draft status. It has been requested industry in current contractual needs for an RP-10 update to non-draft status.*

**5. Identify the stakeholders in the RP:**

*IC M&S, M&S producers and Users*

**6. Identify the Audience or Users of the RP:**

*IC M&S, M&S producers and Users*

**7. Schedule**

| **SAWE RP A-9 Schedule** | | | | *Typical*  *Days* |
| --- | --- | --- | --- | --- |
| **Action** | **Milestone Date** | **Lead** | **Comment** |
| Monthly Meeting of the CB | xxth of each month. | CB Chair |  |  |
| 1.1 Idea | *7/15/2020* | Visionary |  |  |
| 1.2 PP draft | *7/26/2020* | CB Chair |  |  |
| 1.5 PP Complete | *7/31/2020* | VP SnP |  | 5 |
| 2.4 CB Kickoff | *8/15/2020* | CB Chair |  | 5 |
| 3.4 WD Complete | *11/15/202* | CB Chair |  | 45 |
| 4.5 CD Complete | *11/30/2020* | CB Chair |  | 10 |
| 5.5 PD Complete | *2/15/2020* | CB Chair |  | 60 |
| 6.5-S or 6.6-A Published | *3/15/2020* | VP SnP |  | 10 |

**8.** **Functional Requirements for the RP or Standard**:

*No substantive changes from existing RP-10, but new formatting / applicable tables potentially as Excel forms*

**9.** **Survey of similar work by others**:

*currently a SAWE responsibility assigned by U.S. Gov’t in 1997 to maintain what was Mil Std 176A*

**10. Liaisons**:

*coordinate with M&S IC members along the way*

**11. Additional Comments**:

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**12. Submitter Information:** [Jeffcerro@verizon.net](mailto:Jeffcerro@verizon.net) [*Jeffrey.a.cerro@nasa.gov*](mailto:Jeffrey.a.cerro@nasa.gov)*, 757 570 1386*

**13**. **Proposed Consensus Body Initial Membership:** *Jeff Cerro, John Nakai, and soliciting to follow, potential interests in industry identified but not to be disclosed yet.*

**Appendix - Useful Information –**

This Appendix is not required as a part of the Project Proposal

**Practical Information**

* **Project Proposal**: This form is the Project Proposal. Anyone can fill in the topics in an email or ms word format and send it to the VP Standards and Practices at standards@sawe.org. The proposal should 2 pages or less. You can replace the blue text with information
* **Project Proposal Approval:** The VP-SnP will review the information for completeness and then post it to the Standards Public Review web page for 30 days. <http://www.sawe.org/technical/rp/publicreview>. Meanwhile, the VP-SnP will present the project to the Corporate Steering Council (CSC) for approval in principal and the Standards Review Board (SRB) for information.
* **Project Plan** is the approved version of the Project Proposal. The VP-SnP will assign an RP number.
* **Projection Execution:** The Consensus Body (CB) will execute the Project Plan to develop the document.
* **Public Review** is done using: [www.sawe.org/technical/rp/publicreview](http://www.sawe.org/technical/rp/publicreview)
* Files are stored on SAWE Group Office in the RP Document Number folder in the Standards & Practices folder [www.sawe.org/groupoffice/](http://www.sawe.org/groupoffice/)

**Project steps and stages, in detail.**

* See SAWE TO-2, 2018 for more detail
* Development Stages are rows (1, 2, 3),
* Development Steps in a Stage are shown in columns of each row (1.1, 1.2,1.3 etc),

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1.0 Identify Need** | **1.1 Idea Proposed** | **1.2 Project Proposal Draft** | 1.3 PP Review \*\*  **CSC Review** | 1.4 PP Comment Adjudication | **1.5 PP Complete** |
| **2.0 Project Initiation** | 2.1 Project Start | 2.2 PINS Notification | 2.3 CB Formed | **2.4 CB Kickoff Meeting** | 2.5 Harmonization |
| **3.0 WD Working Draft** | 3.1 WD Start | 3.2 WD Review  By Consensus Body | 3.3 WD Comment Adjudication | **3.4 WD Compete** |  |
| **4.0 CD Committee Draft** | 4.1 CD Start | 4.2 CD Review  By IC, PRC & CSC | 4.3 CD Comment Adjudication | **4.4 CD Compete** |  |
| **5.0 PD**  **Public Draft** | 5.1 PD Start | 5.2 PD Public Review Period \*\*  By members & public | 5.3 PD Comment Adjudication & Recirculate | 5.4 PD Appeals | **5.5 PD Complete** |
| **6.0 FD-S**  **Final Draft** | 6.1 FD-S Start | 6.2 FD-S  CB or IC Ballot | 6.3 FD-S  **CSC Ballot** | 6.4 FD-S SAWE President Approval | **6.5 FD-S**  **Distribution** |
| **6.0 FD-A**  **Final Draft SAWE/ANSI** | 6.1 FD-A Start | 6.2 FD-A Submitted for Final Approval by ANSI | 6.3 FD-A Notification by ANSI of an appeal | 6.4 FD-A Notification of appeal outcome  (if required) | **6.5 FD-A ANSI BSR Approval** |
| **Notes**:  \*\* This review includes posting the document on <http://www.sawe.org/technical/rp/publicreview>  Gray Shaded Cells are the names of the stages.  Yellow highlighted steps include ANSI document specific requirements  Green Shaded Steps are milestones (1.1, 1.2, 1.5, 2.4, 3.4, 4.4, 5.4 and 6.5 or 6.6)  Blue Shaded Steps are steps when the CSC gets involved (steps 1.3, 4.2 & 6.3). | | | | | |

**Type of Change, Revision Tracking & Reviews for SAWE RP’s**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Type** | **Example of Change** | **Title**  **Change** | **Review (1)** | **Omit**  **Stage** | **Duration** |
| Editorial | Reformat RP, etc. after posting | Rev only | SRB | 2 – 6 (2) | 45 days |
| All SnP forms & Ops Mnl Changes |
| Reissue (3) | Document is republished periodically | Year only | IC(3) | 2 – 6 (3) | 45 days |
| Non-Substantive | Fix typos, add or delete details for clarity, improve graphics, etc. | Rev only | PD | 2 - 4 | 135 days |
| Substantive(4) | Add or delete functionality or affect | Rev & Yr | CD & PD | None | 360 days |
| New | Create a new document | Rev & Yr | CD & PD | None | 360 days |
| **Notes:**  All changes to ANSI standards follow the full process including ANSI steps  (1) CD & PD Reviews are done using <https://www.sawe.org/technical/rp/publicreview>  (2) SRB controlled changes to: TO-2, SnP Forms, Operations Manual, only require: ;   * Functional Description of change in SRB MoM of the first meeting * Review and approval vote at the second next meeting, with a record in the SRB MoM   (3) Used in Periodic or Stabilized Maintenance programs..  (4) Substantive Change – A substantive change in a SAWE document is one that directly or materially affects the use: Examples of substantive:   * Shall to should or should to shall * Addition, deletion or revision of requirements, regardless of the number of changes (i.e. functionality) * Addition of mandatory compliance with referenced standards, RPs, guidelines etc. | | | | | |

**Revision History:**

|  |  |  |
| --- | --- | --- |
| ***Revision*** | ***Date*** | ***Description*** |
| *Baseline* | *2020.07.30* | *Baseline PP for SAWE RP A-10* |
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