# Managing the SIG’s involvement in launching a new extension

Approved by the SIG

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In order to facilitate progress on issues concerning CRMbase and the overall community, it is suggested that work on extensions be devolved to separate Working Groups. The membership of such WGs would be self-selecting from the community of specialists in the relevant area.

Each group would then craft a motivation statement that would cover at least the following points:

1. The topics to be addressed
2. The process that will be followed
3. The timetable for the activities
4. What, if any, support will be required from the main body of the SIG.

This statement should be presented to the main SIG at the next meeting. When the Topics detailed in the motivational statement have been dealt with the WG should report back to the main body of the SIG. To facilitate this, two documents should be circulated at least 2 weeks before the SIG meeting.

The first is a complete and fully revised copy of the extension document that incorporates all the recommendations that the WG are making. This revised extension document should be formatted using the latest templates and best practice guidance to facilitate the production of web and serialisation resources. In the unlikely event of the WG asking for alternatives to be selected from by the main body of the SIG, then each possible outcome should have a complete extension document prepared. This will facilitate the quick publication of the selected alternative.

The second submission is a detailed change document. It should be divided into two parts. The first should detail all substantive or major changes, including new classes or properties, changes to scope notes and adjustments to Quantification. These changes should be supported by explanatory notes that detail why the proposed changes were necessary and including any alternatives that were considered. If the SIG is being asked to select between alternatives, then the reasons or arguments that caused the WG to be unable, or unwilling, to propose a single solution should be fully rehearsed so the SIG as a whole can make an informed decision. It should be noted that this is NOT the preferred state of affairs: the point of the WG is that the specialists in the sub-domain provide the optimal, informed solution. The second part of the change document should detail all minor changes, like correcting typos, adjusting labels or adding and improving examples.