



TEC-FORM-01 INCOSE Online Technical Product Plan (TPP) User

INCOSE has transitioned to an online version of the Technical Product Plan. This guide is intended to assist members of INCOSE Working Groups in completing their TPPs using the online tool.

The online TPP tool can be accessed from the main page of INCOSE Connect. Log in and scroll down to find this image:



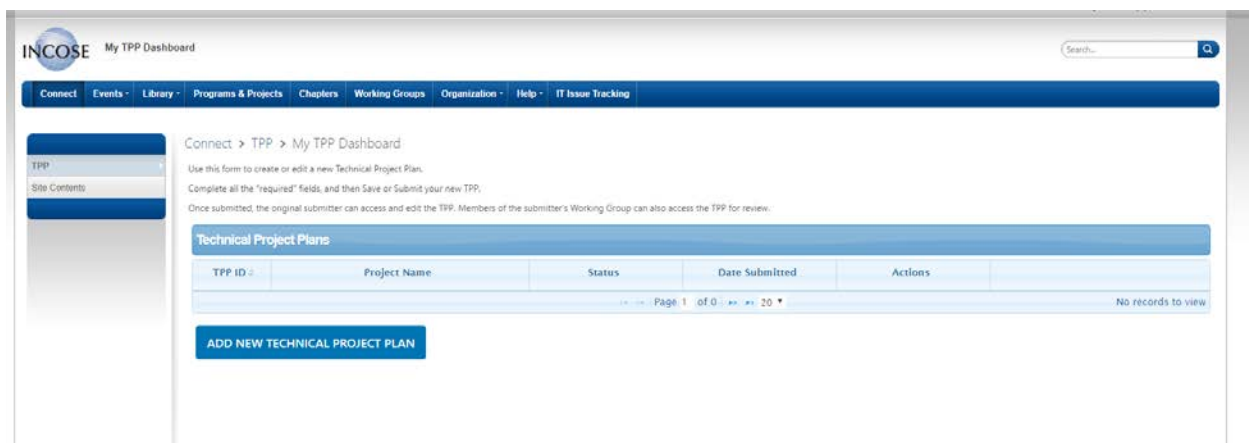
INCOSE Governance and Policy Management



Groups and Initiative



Once a user selects the Online TPP icon, the “My TPP Dashboard” will appear. This dashboard is associated with the user login.





TEC-FORM-01 INCOSE Online Technical Product Plan (TPP) User

Select “Add a new Technical Product Plan”

You will be presented with an online fillable form version of the TPP. A sample is shown below. Initially all fields will be empty.

Connect > TPP > Create Technical Pr...

CANCEL **SAVE AS DRAFT** **SAVE & CLOSE** **ADD/VIEW DOCUMENTS** **SUBMIT**

Project Name *

Problem Statement

B **I** **A** **A**

FORMATS **FONT FAMILY** **FONT SIZES** **<>**

Define the concern, issue, or problem that is being addressed. Also indicate if the project is addressing a candidate INCOSE Affiliate Product.

Target Audience

B **I** **A** **A**

FORMATS **FONT FAMILY** **FONT SIZES** **<>**

Identify the target audience for the product, including domains, countries, and languages.

Product Concept & Proposed Solution

B **I** **A** **A**

FORMATS **FONT FAMILY** **FONT SIZES** **<>**

You may wish to complete the TPP offline in document format and copy-paste the content into the online form. Please contact the TPP team under tpp@incose.org for the Word template. Note that guidance for completing each section can be found in grey text just below the text entry field. Please be sure to address all elements described in the guidance, or your TPP may be sent back to you for revision.

NOTE: If you complete the document offline and paste in content to the online form, please utilize “paste as plain text” in order to prevent form submission errors. Alternatively, paste the text into Notepad and then into the online form.

For the Team Leader section, the online tool searches the database of INCOSE members to verify you are selecting a current INCOSE member. Begin typing the individual’s last name or e-mail and allow the tool to identify the candidate for you.



TEC-FORM-01 INCOSE Online Technical Product Plan (TPP) User

You may choose to “save as draft” or “save and close” at any time to save your work, with the ability to return later to finish. Either of these options keeps the Online TPP as a draft in your dashboard area, which you will see the next time you log in. Note that your TPP has been assigned a document number. No one else is able to access your TPP while it is still in draft form.

Connect > TPP > My TPP Dashboard

Use this form to create or edit a new Technical Product Plan.
Complete all the “required” fields and click the “Save” button to save your work or “Submit your new TPP.”
Once submitted, the original submitter can access and edit the TPP. Members of the submitter’s Working Group can also access the TPP for review.

TPP ID	Project Name	Status	Date Submitted	Actions
TPP-2020-38	INCOSE Systems Engineering Competency Assessment Guide	Draft		Edit

Page 1 of 1

View 1 - 1 of 1

[ADD NEW TECHNICAL PROJECT PLAN](#)

Continue to complete the form fields.

Once you have fully completed the online TPP, click the “SUBMIT” button.

Communication of Project Status and Risks *

Product Proposed Launch Date *

Product Expected Completion Date *

Explain the plan for communicating project status and risks, including the intended frequency and method of communication. Note that status updates must be provided for the International Workshop and for the International Symposium.
Status updates shall describe progress relative to the project plan, anticipated risks, and the status of any risk mitigation activities. Current activities and resource usage may also be included.

[CANCEL](#) [SAVE AS DRAFT](#) [SAVE & CLOSE](#) [ADD/VIEW DOCUMENTS](#) [SUBMIT](#)



TEC-FORM-01 INCOSE Online Technical Product Plan (TPP) User

This initiates the workflow that will send your TPP through the review process with the proper approvers.

You should quickly receive an automated notification of your submission including the TPP ID number as well as a link to check the status. The link will take you to your dashboard, where all TPPs you have submitted will be listed.

Connect > TPP > My TPP Dashboard

Use this form to create or edit a new Technical Project Plan.
Complete all the "required" fields, and then Save or Submit your new TPP.
Once submitted, the original submitter can access and edit the TPP. Members of the submitter's Working Group can also access and edit the TPP for review.

TPP ID	Project Name	Status	Date Submitted	Actions	Approval Phase & Approver
TPP-2020-38	INCOSE Systems Engineering Competency Assessment Guide	In Progress	2/4/2020 4:36:06 PM	Detail	Director Technical Operations - Endler, David

Page 1 of 1 View 1 - 1 of 1

[ADD NEW TECHNICAL PROJECT PLAN](#)

If you click "Detail" you will see your TPP content as well as any comments from the review process at the bottom.

Communication of Project Status and Risks
Product development team meetings are held monthly using GlobalMeet.
Development status updates planned for IS 2019, IW 2020, and IS2020 via face-to-face and GlobalMeet.
Updates include:
Current activities
Progress relative to the plan
Anticipated risks
Risk mitigation
Resources

Product Proposed Launch Date
2/1/2020

Product Expected Completion Date
2/1/2020

Approval Comments
Masood Ahmed (02/05/2020 12:48 AM): We might want to update the section "Communication of Project Status and Risks" to show latest dates.

[CANCEL](#)

Title	Name	Document Type	Technical Product Plan
-------	------	---------------	------------------------

Page 1 of 0 No records to view

Clicking "CANCEL" will take you back to your dashboard.

If reviewers need additional information or clarification, you will receive an e-mail notifying you of the request. When your TPP is approved, you will receive an automated email, and it will be indicated on your dashboard.

If you have any problems with the online TPP tool please contact the TPP team under tp@incose.org.