

# **IEEE Standards Association**

## **Sponsor Balloting Process Using myProject**

# What is the standards process?

There are 6 steps to the IEEE Standards Process

## 1. Initiating the project

- An idea for a standard is proposed to an IEEE Sponsor Committee
- A PAR is submitted, using myProject, to initiate the standards process
- PAR's must be reviewed by NesCom (New Standards Committee) and approved by the standards board for the process to move forward

## 2. Working Group Development

- A working group organizes to prepare and draft the standard

## 3. Draft Development

- The working group internally drafts, reviews, and revises the standard

## 4. Sponsor Balloting

- When a working group has determined that a draft is mature enough, it will be submitted for sponsor balloting

# What is the standards process?

## 4. Sponsor Balloting (continued)

- Individuals will be invited to ballot (vote) on the standard using the myBallot section of myProject
- A consensus must be reached for the standard to move forward

## 5. Final Approval & Publication

- Final approval of a standard is achieved by submitting the document and supporting material to RevCom (Review Committee), which issues a recommendation to the IEEE-SA Standards Board

## 6. Maintaining The Standard

- At the end of a five year validity period, one of three things must happen: revision, reaffirmation, or withdrawal.
- PARs are used to submit revisions, amendments, or corrigendum to the standard

More detailed information on the IEEE standards process can be found here:

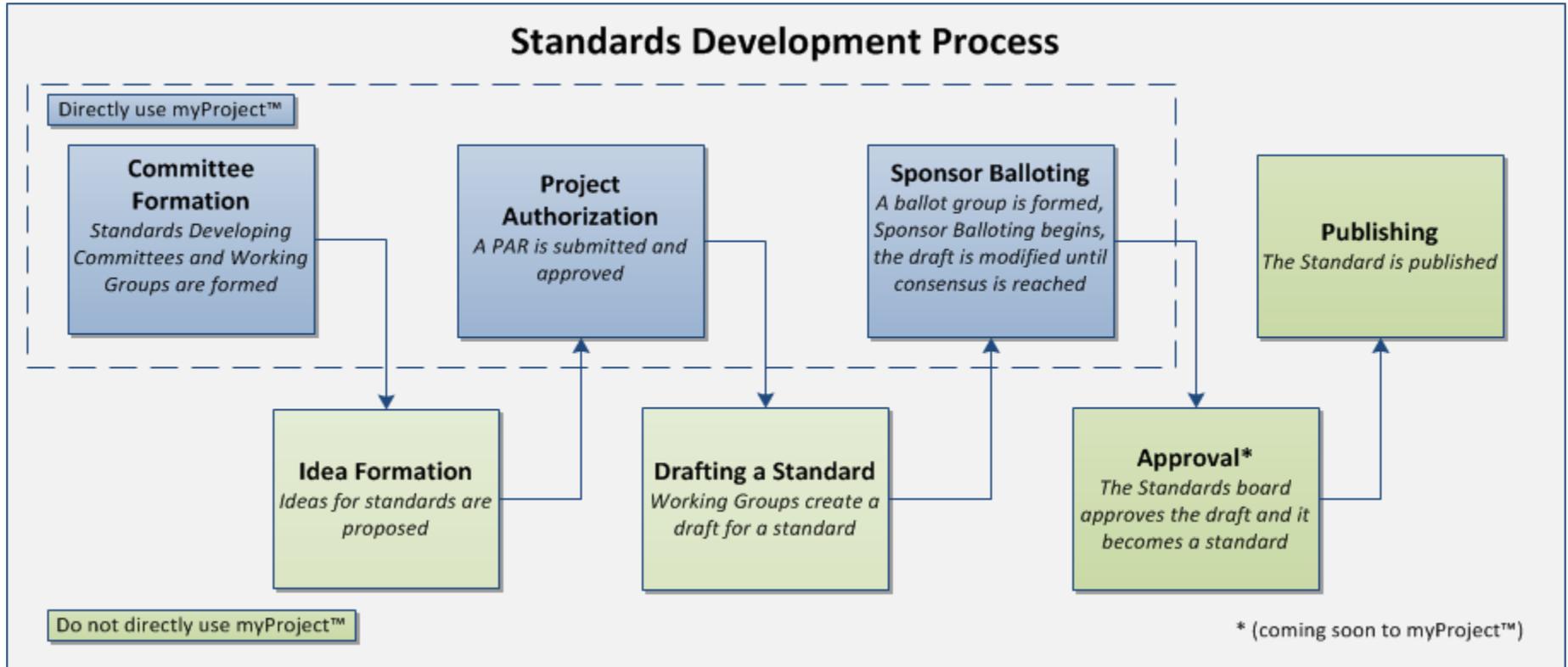
<http://standards.ieee.org/develop/overview.html>

# What is myProject

myProject is:

- A set of web-based tools that facilitate the IEEE standards process
- A database that holds information related to the standards process
- A tool used by IEEE members, staff, and other individuals who want to participate in the standards process
- Access myProject™ at:  
<https://development.standards.ieee.org/my-site>

# How myProject™ is used in the standards development process



# myProject Login

## PLEASE LOG IN

Now you can access myProject, IMAT, and Mentor with a single login. Simply enter your IEEE Web Account username and password below to begin!

USERNAME:

PASSWORD:

LOGIN TO: myProject

To use myProject, you will need to enter your IEEE Web Account username and password

[Retrieve Your Web Account Username and/or Password](#)

*Note: IEEE uses Cookies for Web Account Registration, Change Password and Recover Username/Password*

If you do not have an account, you can create one by clicking the link (you do not have to be an IEEE or IEEE-SA member to obtain a web account)



[Need an IEEE Web Account?](#)

Get Yours Now! It's FREE and does not require IEEE or IEEE-SA membership

# myProject Welcome Page

myProject™

Iman Engineer [Logout](#)

 [myTools](#)

 [Help](#)

 [Messages](#) ( 85 unread)

 [Report a Bug](#)

 [Announcements](#)

 [Account](#)

**Projects**

Balloting

Entity

myProject™

**Welcome Iman Engineer**

Active Email Address: **\*\*EMAIL DISABLED\*\*** ([update](#))

[Submit a PAR](#)

[Send Sponsor Message](#)

[Manage My PARs](#)

[View IEEE Society-Staff Liaisons](#)

[Manage Activity Profile](#)

[View Active PARs](#)

[Manage Committees](#)

[Send Notification to Group](#)

[Sponsor P&Ps](#)

Click here to join activities and receive ballot notifications

## COMPANION DOCUMENTS, TOOLS & RESOURCES FOR STANDARDS DEVELOPERS

### NEW RESOURCE AREA!

myTools offers a handy list of companion documents, templates, presentations, tools and resources for standards development, organized for ease of access.

1. [Initiating a Project](#)
2. [Mobilizing a Working Group](#)
3. [Drafting a Standard](#)
4. [Balloting a Standard](#)
5. [Approving a Standard](#)
6. [Maintaining a Standard](#)

# Manage Activity Profile

PROJECT KEYWORD:

Society

Sponsor

Working Group

Project

Name	Designator ▲	Contact
<input type="checkbox"/> IEEE Aerospace and Electronic Systems Society	AES	
<input type="checkbox"/> IEEE Antennas and Propagation Society	APS	
<input type="checkbox"/> Antennas	APS/A	Michael Francis
<input type="checkbox"/> Propagation	APS/P	David Thiel
<input checked="" type="checkbox"/> Minor Revisions Working Group	APS/P/P356	David Thiel
<input type="checkbox"/> Standard Definitions of Terms for Radio Wave Propagation	APS/P/P356/P211	David Thiel
<input type="checkbox"/> Guide for Measurements of Electromagnetic Properties of Earth Media	APS/P/P356/356	David Thiel
<input type="checkbox"/> IEEE-SA Board of Governors	BOG	
<input type="checkbox"/> IEEE Broadcast Technology Society	BTS	

Expand or search to find committees and projects

# Join a Ballot

The screenshot shows the 'myBallot™ Home (Voter)' interface. At the top, there are three tabs: 'Projects', 'Balloting', and 'Entity'. The 'Balloting' tab is highlighted with a red border. Below the tabs, the page is divided into three columns: 'Balloting Process', 'Memberships', and 'General'. Under 'Balloting Process', there are three links: 'Show/Join Open Ballot Invitations', 'Manage myBallot Activity', and 'View All IEEE Ballot & Invitation History'. Under 'Memberships', there is one link: 'Update Web Account Info'. Under 'General', there are three links: 'Send Sponsor Message', 'Send Designee Message', and 'Send Balloting Center Message'. A yellow box at the bottom right contains the text 'myBallot Home (Management)'. A red text box at the bottom center contains the instruction: 'From the "Balloting" tab, select "Show/Join Open Ballot Invitations"'. A blue arrow points from this instruction box to the 'Show/Join Open Ballot Invitations' link.

Projects **Balloting** Entity

**myBallot™ Home (Voter)**

Balloting Process	Memberships	General
<a href="#">Show/Join Open Ballot Invitations</a>	<a href="#">Update Web Account Info</a>	<a href="#">Send Sponsor Message</a>
<a href="#">Manage myBallot Activity</a>		<a href="#">Send Designee Message</a>
<a href="#">View All IEEE Ballot &amp; Invitation History</a>		<a href="#">Send Balloting Center Message</a>

myBallot Home (Management)

From the "Balloting" tab, select "Show/Join Open Ballot Invitations"

# Join a Ballot

myBallot™ Home (Voter) >> Show/Join Open Ballot Invitations

The list below consists of projects/standards in the "invitation" stage of activity areas in which you have indicated an interest. Optionally, you may show all open Ballot Invitations.

Projects on this list are forming and accepting new participants until the "invitation close" date/time shown. To become a participant in a ballot group forming below (and thus be afforded the opportunity to vote/submit comments when the balloting project opens for ballot), click the "Join" link in the Actions column and follow the instructions.

You can also easily remove yourself by clicking the "Remove" link in the Actions column. You can remove yourself from the balloting group only while it is in formation -- after the invitation close date/time, your participation is fixed.

Check the box to view all open invitations

Click to "Join"

Show All Open Ballot Invitations

Selected Classification	Stage	Project ▲	PAR or Standard #	Style	Invitation	Title	Invitation Close	Actions
Producer	PreBallot	C/LM/WG802.3/802.3	P802.3	Individual	invitation.txt	Standard for Ethernet	23-Jun-2011 11:59pm ET	update
	Invitation	EMB/11073 /PHD/11073-10413	P11073-10413	Individual	invitation.txt	Standard for Health informatics - Personal health device communication - Device specialization - Respiration rate monitor	23-Jul-2011 11:59pm ET	join

# Join a Ballot

[myBallot™ Home \(Voter\)](#) >> [Show/Join Open Ballot Invitations](#) >> [Join Open Ballot](#)

**P11073-10413** Standard for Health informatics - Personal health device communication - Device specialization - Respiration rate monitor

Please specify your Affiliation for this ballot's Project Committee, verify your Employer and select your voter classification for this ballot, then click OK to confirm enrollment. For more information about this process, use the help link in the upper right corner.

Note that you can change your classification category as often as you like prior to the invitation's close date/time by clicking the "Update" link in the Actions column on the previous page.

**AFFILIATION:**  ▼

**EMPLOYER:**  ▼

Please confirm this is your current employer. Changing the employer here will modify the data globally within myProject systems.

Enter your affiliation and select your classification

## Classification

## Definition

- Academic  
An educational institution or a person or entity affiliated with such institution, providing academic review of the standard being developed.
- General Interest  
A participant in standards activities that may benefit directly or indirectly, and may be affected by the standard being developed without being primarily a member of any of the other interest categories defined for this ballot.
- Government/Military  
A governmental entity or a person affiliated with such entity with direct interest in the standard being developed.
- Producer  
A person or entity that directly creates or that will create a conformant product, component, or service, for sale or distribution.
- User  
A person or entity that relies or will rely on the standard to define conformance of the product or service, and to create a common understanding of the operation of the product or service.

OK

CANCEL

# Change Voter Classification

The screenshot shows the 'myBallot™ Home (Voter)' interface. At the top, there are three tabs: 'Projects', 'Balloting', and 'Entity'. Below the tabs, the page is divided into three columns: 'Balloting Process', 'Memberships', and 'General'. The 'Balloting Process' column contains three links: 'Show/Join Open Ballot Invitations', 'Manage myBallot Activity', and 'View All IEEE Ballot & Invitation History'. The 'Memberships' column contains one link: 'Update Web Account Info'. The 'General' column contains three links: 'Send Sponsor Message', 'Send Designee Message', and 'Send Balloting Center Message'. A yellow box at the bottom right contains the text 'myBallot Home (Management)'. A red callout box with a black border is positioned in the upper right, containing the text 'Click "Show/Join Open Ballot Invitations" to change classification'. A blue arrow points from the callout box to the 'Show/Join Open Ballot Invitations' link.

Projects Balloting Entity

myBallot™ Home (Voter)

**Balloting Process**

- Show/Join Open Ballot Invitations
- Manage myBallot Activity
- View All IEEE Ballot & Invitation History

**Memberships**

- Update Web Account Info

**General**

- Send Sponsor Message
- Send Designee Message
- Send Balloting Center Message

myBallot Home (Management)

Click "Show/Join Open Ballot Invitations" to change classification

# Change Voter Classification

[myBallot™ Home \(Voter\)](#) >> [Show/Join Open Ballot Invitations](#)

The list below consists of projects/standards in the "invitation" stage of activity areas in which you have indicated an interest. Optionally, you may show all open Ballot Invitations.

Projects on this list are forming and accepting new participants until the "invitation close" date/time shown. To become a participant in a ballot group forming below (and thus be afforded the opportunity to vote/submit comments when the balloting project opens for ballot), click the "Join" link in the Actions column and follow the instructions.

You can also easily remove yourself by clicking the "Remove" link in the Actions column. You can remove yourself from the balloting group only while it is in formation -- after the invitation close date/time, your participation is fixed.

Show All Open Ballot Invitations

Selected Classification	Stage	Project ▲	PAR or Standard #	Style	Invitation	Title	Invitation Close	Actions
General Interest	Invitation	EMB/11073 /PHD/11073-10413	P11073-10413	Individual	invitation.txt	Standard for Health informatics - Personal health device communication - Device specialization - Respiration rate monitor	23-Jul-2011 11:59pm ET	<a href="#">update</a> , <a href="#">remove</a>

Click "update" to change classification or "remove" to remove yourself from the ballot group

# Vote and Comment on a Ballot

The screenshot shows the 'myBallot™ Home (Voter)' interface. At the top, there are three tabs: 'Projects', 'Balloting', and 'Entity'. Below the tabs, the page is divided into three columns: 'Balloting Process', 'Memberships', and 'General'. The 'Balloting Process' column contains three links: 'Show/Join Open Ballot Invitations', 'Manage myBallot Activity', and 'View All IEEE Ballot & Invitation History'. The 'Memberships' column contains one link: 'Update Web Account Info'. The 'General' column contains three links: 'Send Sponsor Message', 'Send Designee Message', and 'Send Balloting Center Message'. A yellow box at the bottom right contains the text 'myBallot Home (Management)'. A red callout box with a black border is positioned at the top right, containing the text 'Click "Manage myBallot Activity" to vote and comment'. A blue arrow points from the callout box to the 'Manage myBallot Activity' link.

Projects Balloting Entity

**myBallot™ Home (Voter)**

**Balloting Process**

- Show/Join Open Ballot Invitations
- Manage myBallot Activity
- View All IEEE Ballot & Invitation History

**Memberships**

- Update Web Account Info

**General**

- Send Sponsor Message
- Send Designee Message
- Send Balloting Center Message

myBallot Home (Management)

Click "Manage myBallot Activity" to vote and comment

# Vote and Comment on a Ballot

Select your vote from the dropdown menu

Click "COMMENTS" to add comments

PAR or Standard #	Style	Draft # -- <Filename>	Other Files	Classification	Stage	Ballot Close Date	Vote	Actions
P11073-10413	Individual	123 -- <TEST.pdf>		Government/Military	Ballot	28-Aug-2011 11:59pm ET	<input type="text" value=""/>	COMMENTS
P1413.1	Individual	1		Producer	Comment Resolution	22-May-2011 11:59pm ET	Approve	COMMENTS
P802.3.1	Individual	D3.0 -- <802dot3dot1d3.pdf>		Producer	Comment Resolution	30-Dec-2010 11:59pm ET	Approve	COMMENTS
P802.3bd	Individual	P802.3bd/D2.2 -- <802-3bd-d2-2-cb.pdf>		Producer	Recirculation Review 3	11-Sep-2010 11:59pm ET	Approve	
P802.3bf	Individual	D3.1 -- <802_3_bf_D3_1_markup.pdf>		Producer	Comment Resolution 1	05-Feb-2011 11:59pm ET	Approve	COMMENTS
P802.3bg	Individual	1 -- <TEST Document1.pdf>		Producer	Comment Resolution	22-May-2011 11:59pm ET	Approve	COMMENTS

OK CANCEL

# Vote and Comment on a Ballot

- To submit a single comment:
  - Click "**Single Comment Submittal**".
  - Complete the comment form, then click "**OK**" (be sure to be as clear as possible with your reasons for a disapprove vote).
  - Complete the previous steps again to make additional comments.
- To submit multiple comments at one time:
  - Click "**Offline Comment Submittal**".
  - Select the file format you want to use and download the appropriate template.
  - Add your comments to the template and save it to your computer.
  - Go back to the Offline Comment Submittal page and enter the file location in the input box. (Click the Browse button to find the file you saved)
  - Click "**OK**"

# Vote and Comment on a Ballot

[myBallot™ Home \(Voter\)](#) >> [Manage myBallot Activity](#) >> [Ballot Comments](#)

**P11073-10413** Standard for Health informatics - Personal health device communication - Device specialization - Respiration rate monitor

Draft #: 123

SEARCH



- [Single comment submittal](#)
- [Offline comment submittal](#)
- [Download Comments](#)

Index #	Affiliation	Category	Page	Subclause	Line #	Comment	File	Must Be Satisfied	Proposed Change	Resolution Status	Resolution Detail
1	Hewlett-Packard Development Company, L.P.	General	1	2	3	This needs clarification.		Yes			

# Single Comment Submittal

Must Be Satisfied

CATEGORY:  ▼

PAGE:

SUBCLAUSE:

LINE #:

COMMENT:

ATTACHED FILE:

PROPOSED CHANGE:

Simply enter your comment and click "OK". You can do this as many times as you need to

# Offline Comment Submittal

[myBallot™ Home \(Voter\)](#) >> [Manage myBallot Activity](#) >> [Ballot Comments](#) >> [Upload Ballot Comments](#)

270-2006 IEEE Standard Definitions for Selected Quantities, Units, and Related Terms, with Special Attention to the International System of Units (SI)

Please upload your ballot comments using one of the templates shown below.

The "Category" column must contain one of the following values:

- General
- Technical
- Editorial

[Microsoft Excel Comments \(XLS\)](#)

[XML Comments \(XML\)](#)

[Plain Text Comments \(CSV\)](#)

Download a template and upload the file once you have entered comments

FOR REAFFIRMATION BALLOT COMMENTS ONLY

If you entered a negative vote, you will be implying that this standard is obsolete or erroneous and thus should either be:

- Revised by the Working Group (with a new PAR submitted by the Working Group). Note that if you believe that the standard should be revised, you can request that your comments be included in the next revision of the standard at the discretion of the sponsor; or,
- Withdrawn -- the standard should be submitted for withdrawal.

Thus, when entering your comments, please specify whether you believe the standard should be revised or withdrawn, with details supporting your position.

COMMENTS FILE:

OK

CANCEL

# Offline Comment Submittal

comments.xls [Read-Only] [Compatibility Mode]

	A	B	C	D	E	F	G
1	<b>INSTRUCTIONS:</b> Use this form to enter your comments. When complete, save the file on your hard drive and upload the file into the comment submission area.						
	<i>Category</i> - This field is optional but if you leave blank, the system will automatically populate with General. If you enter Technical or Editorial, spell out completely or the upload will be invalidated.						
	<i>Page/Sub-clause/Line Number</i> - These fields are optional. Any data entered must be integers only. No alpha characters or symbols -- doing so will result in an error and the upload will be invalidated. If you wish to reference multiple pages, provide the details in the comment field.						
	<i>Comment/Proposed Change</i> - These fields are required. Enter your comment and proposed change in these fields, respectively. Use plain text characters only. If you use any characters entered with "Ctrl" or "Alt" keys; or if you use symbols of any kind, it will result in an error and the upload will be invalidated.						
2	Category	Page	Sub-clause	Line #	Comment	Proposed Change	Must Be Satisfied? (enter Yes or No)
3							
4							
5							
6							
7							
8							

Be sure to follow all instructions. Improper entries will cause your upload to fail

# Change (Flip) a Vote

After balloting closes, voters who have voted "Disapprove", may "flip" their vote to either "Approve" or "Abstain" at any time before recirculation or the RevCom meeting.

PAR or Standard # ▲	Style	Draft # -- <Filename>	Other Files	Classification	Stage	Ballot Close Date	Vote	Actions
836-2009	Individual	Standard		Government/Military	Comment Resolution 1	21-Jul-2011 11:59pm ET	Disapprove	<a href="#">COMMENTS</a> <a href="#">CHANGE VOTE</a>

OK CANCEL

# Change (Flip) a Vote

After confirming your change, a message will be sent to you, the Working Group Chair and Sponsor Chair notifying them of the flipped vote. A record of the vote flip will be stored and made available as part of the submission to RevCom.

Projects Balloting Entity

**myBallot™ Home (Voter)** >> Manage myBallot Activity >> Change Vote

836-2009 IEEE Recommended Practice for Precision Centrifuge Testing of Linear Accelerometers

Note: A Sponsor cannot commit to make a future change to resolve a ballot comment. After Sponsor balloting on 836-2009 concludes, the only changes that can be made to 836-2009 are editorial and are at the discretion of IEEE-SA Publications Staff. Any comments held for a future revision of 836-2009 will be reviewed by a future Sponsor ballot group; thus, no changes to document content can be guaranteed.

VOTE: Disapprove

OK CANCEL

- Disapprove
- Approve
- Abstain - Conflict of Interest
- Abstain - Lack of expertise
- Abstain - Lack of time
- Abstain - Other

# Resources

- myProject™ Documentation
  - [https://mentor.ieee.org/etools\\_documentation/bp/myProject](https://mentor.ieee.org/etools_documentation/bp/myProject)
- Technical Staff Liasons
  - <https://development.standards.ieee.org/pub/liaisons>
- IEEE Standards Website address:
  - <http://standards.ieee.org>