




ERJU SYSTEM PILLAR

Systems Engineering Management Plan - Annex 01 Team Management Process



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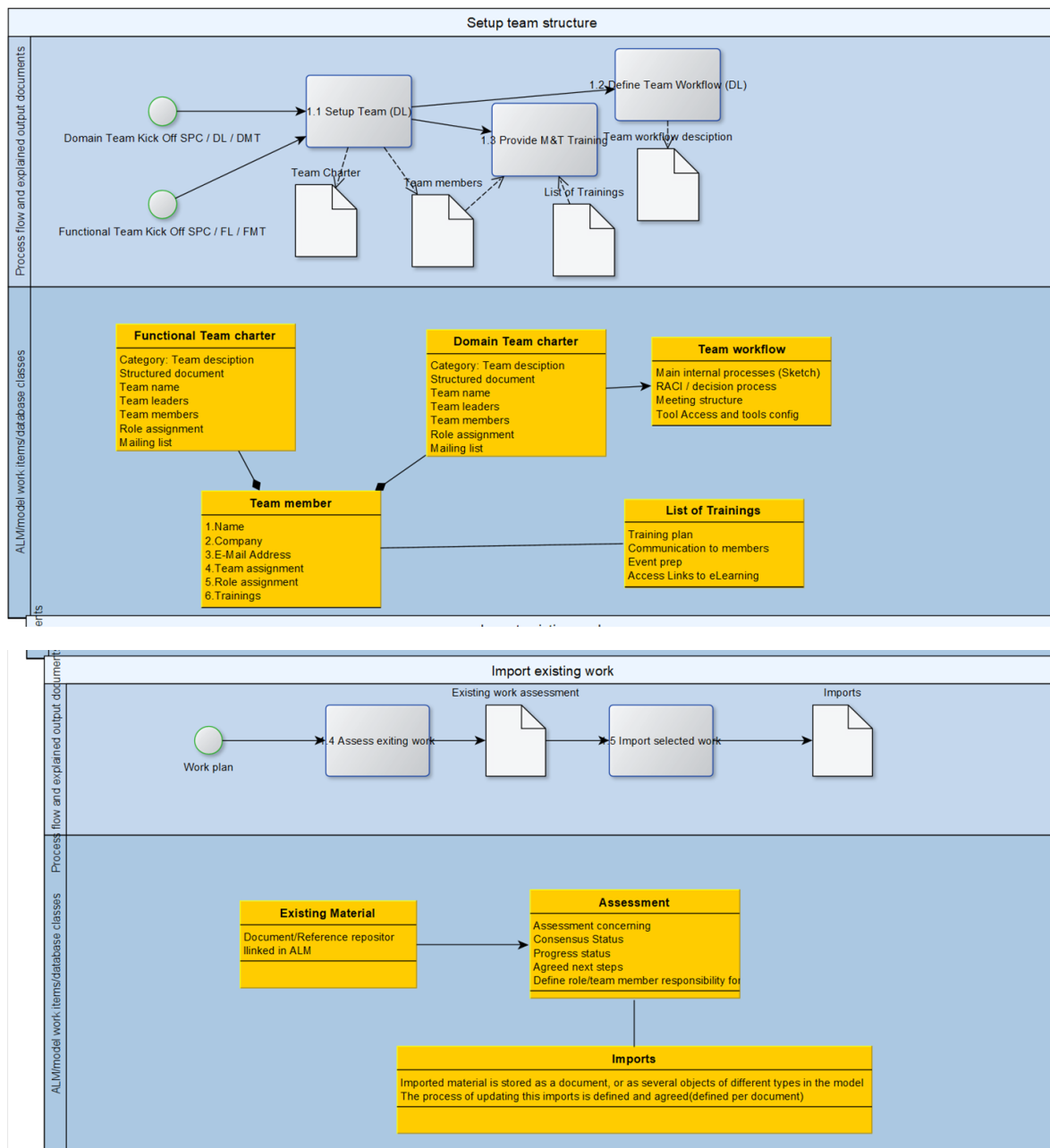
1 References

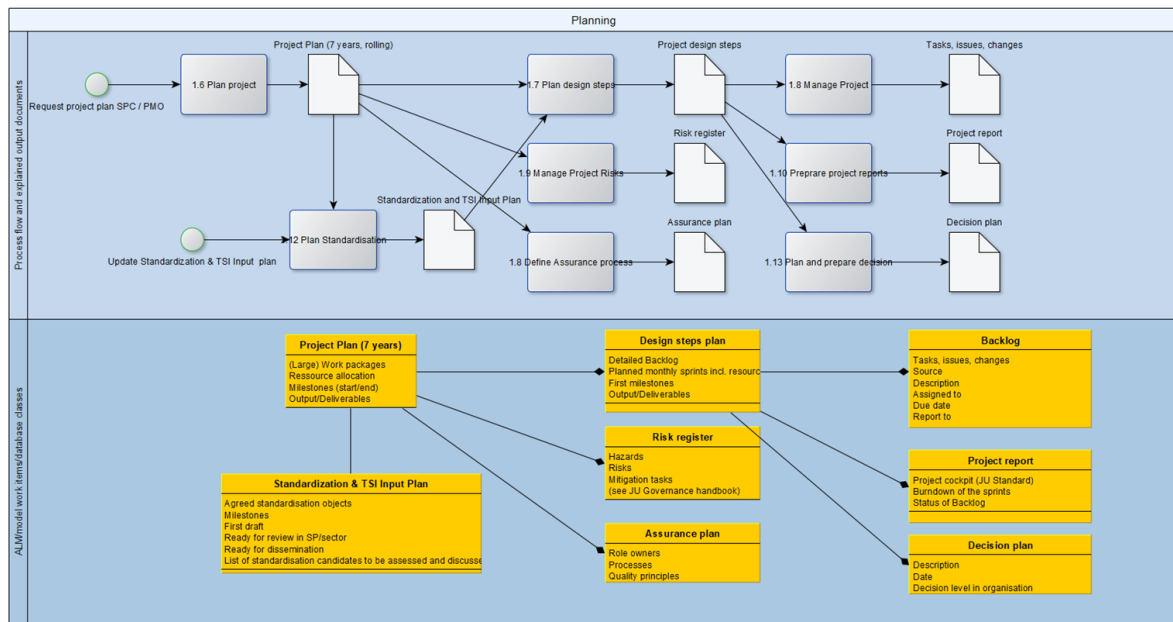
[1] Europe's Rail Joint Undertaking Governance and Process Handbook v2.6 (December 2023)
 "Europe's Rail Joint Undertaking Governance and Process Handbook" v2.6 December 2023

2 Scope of the process group

The process group "Team Management" contains all processes needed to manage teams or to interact between teams [SPPR-2146]

3 Process overview diagrams






4 Team Management Processes

4.1 Setup team/Domain

P1.1 Setup Team/Domain

This process is employed at the start of a team, to ensure the basic team structure, information and roles are well defined. The process ensures, that all basics for the System Engineering process are defined and that proper information flow with Domain teams and functional teams and hierarchical level is enabled.

- LEAD with PMO: Ensure all team members contact details are available, and store on Wiki/ALM
- LEAD with PMO: Assign roles to team members (create document in your project based on the template 'team role assignment table')
- LEAD with PMO: Update communications channels (ALM, Mailing lists, MS Teams, etc) and access rights


ID	SPPR-2004
Status	 Open
Updated	2025-05-21 09:01
Process Number	P1.1
Supplier	SP Coregroup
Inputs	Domain Team Kick Off presentation
Outputs	Domain Team charter Team members and role assignment
Customer/ Receiver	PMO, domain team

4.2 Define team Workflow

P1.2 Define Team Workflow

This process is employed at the start of a team to define team internal workflows and principles, that are not defined on a global level in the SEMP, as needed.

- LEAD: Sketch team internal workflows, decision process and responsibilities (RACI)
- LEAD: Define meeting structure
- LEAD with MOS: Implement workflows and access rights in ALM, as needed

ID	SPPR-2159
Status	 Open
Updated	2025-05-21 09:05
Process Number	P1.2
Supplier	LEAD
Inputs	Teamcharter (Polarion Document in Team Management Folder)
Outputs	Workflow Concept (Polarion Document in Team Management Folder)
Customer/ Receiver	Domain Team and cc for Central Modelling Service

10 SEMP Deliverables [SPPR-7656]

4.3 Methods & Tool Training

P1.3 Methods & Tools Training

This process ensures that the proper planning for Methods&Tools for the ramp-up of the team or new team members is put in place

- ☐ LEAD: Provide list of trainings to team members, discuss, and define together training needs
- ☐ LEAD: Request team members to sign-up regarding their individual training need
- ☐ DMT: Perform training and confirm in ALM


ID	SPPR-2160
Status	 Open
Updated	2025-02-04 12:01
Process Number	P1.3
Supplier	LEAD, CMS
Inputs	Empty matrix domain team members/training needs as a Polarion Document (table, use document template 'training needs table')
Outputs	Filled matrix domain team members/training needs as Polarion Document (table), with check-marks by the domain members when training is done
Customer/ Receiver	Domain Team Ceentral Modelling Service

4.4 Define/update project plan

P1.6 Define/update project plan

This process describes the steps for the teams to build a 7 year rolling project plan for their scope in order to allow for a detailed description of activities and milestones that can be used for alignment with other groups where interfaces are foreseen and that will allow for monitoring of the advance of the teamwork. Each team will have to identify work packages, deliverables and milestones and work together with the persons developing the overall System Pillar programme plan.

- ☐ Polarion PM Training required (task for EET)
- ☐ DL: Confirm/comment the relevant parts of SP Programme plan
- ☐ DL: details / completes plan including
 - ☐ identify work packages
 - ☐ Identify milestones
 - ☐ Identify deliverables
 - ☐ Identify targets
 - ☐ Estimate effort
 - ☐ Identify foreseen dependencies
- ☐ Feasibility of the plan is checked in the domains team and reported back to LEAD-F for consolidation in overall SP programme plan


ID	SPPR-2169
Status	 Open
Updated	2025-02-04 12:02
Process Number	P1.6
Supplier	LEAD-F, PMO
Inputs	Domain/Team Plan (in Polarion)
Outputs	Domain/Team Plan (in Polarion) with releases and workpackages
Customer/ Receiver	PMO, domain team members, LEAD-F

4.5 Define project design steps

P1.7 Define project design steps (detailed planning)

This process describes the steps for the teams to build 1 year detailed project plan building from the 7 year rolling project plan. This aims to make sufficiently detailed tasks that can be used to produce backlog, facilitate alignment with other teams and allow monitoring of the work progress.

- ☐ Polarion PM Training required (task for EET)
- ☐ DL: Confirm/comment the relevant parts of SP Programme plan
- ☐ DL: details / completes plan including
 - ☐ identify work packages
 - ☐ Identify milestones
 - ☐ Identify deliverables
 - ☐ Identify targets
 - ☐ Estimate effort
 - ☐ Identify foreseen dependencies
- ☐ Feasibility of the plan is checked in the domains team and reported back to LEAD-F for consolidation in overall SP programme plan

ID	SPPR-2170
Status	 Open
Updated	2025-02-04 12:02
Process Number	P1.7
Supplier	<ul style="list-style-type: none"> • SPCG • LEAD-F
Inputs	<ul style="list-style-type: none"> • Validated 7 year rolling project plan
Outputs	<ul style="list-style-type: none"> • One year planning (rolling) with the tasks for the work packages • Backlog
Customer/ Receiver	SP PMO, domain team, functional teams


4.6 Manage Project

P1.8. Perform project monitoring/management

This process describes the task and activities to be performed by the LEADs and the PMO to monitor the project development in base of the 1 year detailed project plan.

- ☐ LEAD: Manage and Monitor the Domain Backlog.

- ☐ LEAD: Provide to PMO the identification of link for remit deliverables and intermediate milestones to documents in Polarion or actions in the domain backlog
- ☐ LEAD: (ARC, OD, TRAIN CS, TRAFFIC CS, MIG AND T4) Provide PMO the identification of link of the tasks in the PMO sprint plan to documents in Polarion or actions in the domain backlog.
- ☐ LEAD: Inform PMO when there are risks of delay or any other relevant information for the status of the activities
- ☐ LEAD: Update the domain/team Polarion Documents Properties (SEMP Process P1.8.1).
- ☐ PMO: monthly update the status of the deliverables and intermediate milestones plan
- ☐ PMO: monthly update the status of the sprint plan
- ☐ PMO: bimonthly perform the reporting as in SEMP P1.10

ID	SPPR-6649
Status	 Open
Updated	2025-02-04 12:03
Process Number	P1.8
Supplier	<ul style="list-style-type: none"> • PMO • SPCG • LEAD
Inputs	Domain/Team Plan (in Polarion PMO site, i.e. Domain Remits and mid-milestones) Sprint Plans (in Polarion PMO site) [ARC, OD, TRAIN CS , TRAFFIC CS, MIG and T4]
Outputs	Domain Backlog PMO site live reports · Deliverable status (incl. link to Domain document)
Customer/ Receiver	PMO, SPCG, LEAD

P1.8.1 Update and Maintain Polarion Document Properties

This process describe the tasks and activities to be performed by the LEADs to update and maintain the Polarion Document properties used by the PMO for the overall project Monitoring. The LEADs shall ensure the author of each domain Polarion document maintains the document properties defined in Polarion (see figure 1).

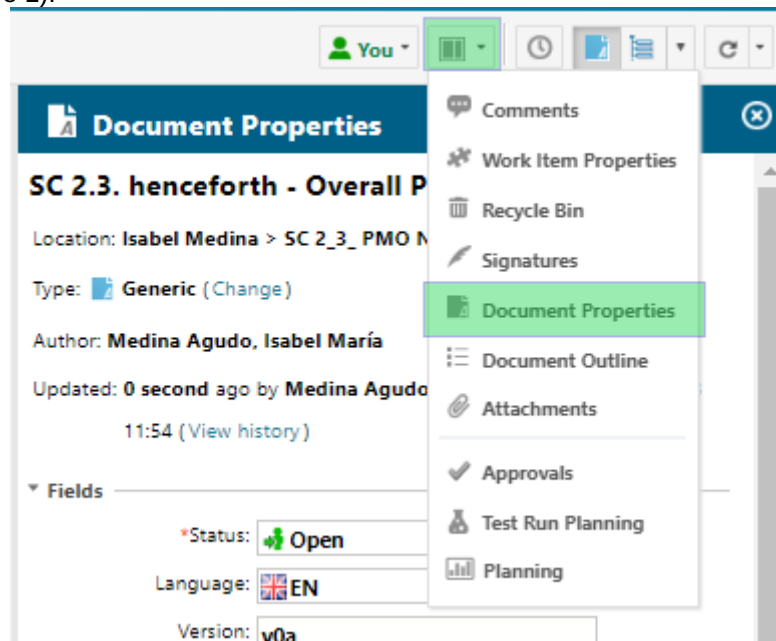


Figure 1 : Polarion Document Properties


The PMO report use the reported document status in the Polarion Document Properties as a base for the Report.

☐ PMO & LEAD: Link the Domain/Team Plan (in Polarion PMO site, i.e. Domain Remits) tasks to the Domain documents.

☐ LEAD: Maintain the following document properties periodically:

- Version: include the current version under work.
- Is deliverable: the Author shall mark this field if the document is part of the Domain/Team Plan (in Polarion PMO site, i.e. Domain Remits) and/or it is an additional produced document to be reviewed by the SPCG/SPSTG.
- Ready for: this field informs of the status of readiness of the document.
- Progress Assessment: this fields informs of the status of the project when compared to the planing (in Polarion PMO site, i.e. Domain Remits and mid-milestones)
- Dates included in Document: to be filled by the DL/Author.
- Domain Approval Start, including Mirror Group.
- SPCG Approval Start,
- SPSTG Approval Start.

☐ PMO provide a Report in the PMO site taking into consideration the Domain document properties

ID	SPPR-6652
Status	 Open
Updated	2025-02-04 12:03
Process Number	P1.8.1
Supplier	• LEAD
Inputs	Domain/Team Plan (in Polarion PMO site, i.e. Domain Remits)
Outputs	Domain Polarion Document properties up to date.
Customer/ Receiver	PMO, SPCG

Define properties of System Pillar deliverable document

The following table includes a description of the document properties to be updated and maintenance for every **System Pillar deliverable document** in Polarion.

You

Document Properties ✕

Author: **Smolarek Ralf (IT-PTR-CEN2-BDE19)**

Updated: **1 day** ago by **ANTOONS Gilles** on 2025-03-05 10:22 ([View history](#))

▼ **Fields**

*Status: @ In Progress

Config Item: Configuration Mai

Language: EN

Version: 2.0

Is Deliverable: ☒

Ready for ...: --

Progress Assessment: As Planned

Progress Description:

Progress Percent 0-100: 80

Abstract: **The configuration management plan ensures the identification and traceability of proje
It defines project-specific responsibilities and includes rules for the identification and st
definition of outputs.**

Lead Author: Renard, Marie Pierre

Co-Authors: **EDDOUS Sayfeddine (SNCF RESEAU / Directions Techniques Réseau / DGII DTR GE SF Sol
Abdul Rasheeq - Extern
ANTOONS Gilles**
--

Classification: Public

System Level: --

Engineering Phase: Methods

Doc. Users (mail), ...:

Review & Approval Scope: --

Reviewers: -- +

Review Mailing List:

↶ ↷ **B** *I* U ab x² x₂ A A Segoe UI 10

The following document properties are to be updated and maintained periodically by the Author of the

document:

Name	Optional / Mandatory	Updated by role	Description
<u>General properties</u>			
Lead Author	Mandatory	Author	main author. Responsible of maintaining the document properties described.
Co-Author	Optional	Author	contributors to the document.
Abstract	Mandatory	Author	executive summary of the document.
Classification	Optional	Author	intended audience. Values can be: - Public - EURAIL-internal
Language	Optional	Author	language of the document
Is deliverable	Mandatory	Author	this box is to be marked for documents intended for SPCG approval or included as Deliverables in the Specific Contract (SC.). See delivery process in <i>SPPROCESS/10 SEMP V 01_01/Configuration Management Plan : 722562</i>
Config Item	Mandatory	Author	Type of deliverable among the <i>SPPROCESS/Configuration items/Configuration Items : 722562</i> Note: This list is automatically populated by Polarion by fetching names of all Work Items of type "Config Item"
System level	Optional	Author	System level to which this document is related. See  SPPR-2016 - System Levels of the System Pillar
Engineering Phase	Optional		Phase of engineering this document is related to. Values can be: - Business Analysis - any of the 4 Arcadia phase (OA, SA, LA, PA) - Methods - Other
<u>Workflow properties</u>			
Status	Mandatory	Lead Author	describes the situations in terms of development of the document. See <input type="checkbox"/> SPPR-10333 - Missing cross-reference
Version	Mandatory	Lead Author	version of the document. See Configuration Management Plan for more information  SPPR-9688
	Mandatory if a template exists	Lead Author	

Name	Optional / Mandatory	Updated by role	Description
Template version			Version of the template used to prepare the document. This property is left empty if no template exists for this type of document.
Ready for...	Optional	Author	This field gives a detailed description of the status of the document. It describes the level of readiness. The value is to be chosen among a drop-down list.
Reviewers	Mandatory while document is In Review by SP	Lead Author	List of reviewers of the document (list of Polarion users)
Reviewers mailing list	See Reviewers	Lead Author	Automatically filled list of e-mail addresses based on the property Reviewers .
Approvers	Mandatory while document is In Approval by SP	Lead Author	List of approvers of the document (list of Polarion users)
Approvers mailing list	see Approvers	Lead Author	Automatically filled list of e-mail addresses based on the property Approvers .
Review & Approval scope	Mandatory once document has been sent for review until next re-open of the document	Lead Author	This field indicates the kind of approval expected (delta, full or complete). See ➡ SPPR-4415 - P9.4.1 Prepare and initiate review
Review & Approval requested for	Mandatory once document has been sent for review until next re-open of the document	Lead Author	This text explains the intended usage of the document once reviewed and approved. The goal of this field is to give context to the reviewers, approvers and Steering Group (STG). The value should remain the same between start of review and end of
STG Decision scope	Mandatory once document has been sent for approval until next re-open of the document	Lead Author	Its value can be: <ul style="list-style-type: none"> • "Not Defined" • "Request only for ACK": <i>request to acknowledge the current design state as a basis for further refinement</i> • "Request for publication": <i>final specification decisions before publication</i>
<u>Follow-up properties</u>			
	Mandatory	Author	description of the document in base of the Specific Contract plan.

Name	Optional / Mandatory	Updated by role	Description
Progress Assessment			
Progress Description	Optional	Author	additional information regarding progress that the Author may need to include.
Progress Percent (0-100)	Optional	Author	percentage of readiness of the document. - 0 % being document not yet started (document structure, or less) - 80 % all content foreseen for this version of the document has been provided in the document. Review of the document may be started. - 100 % being document ready for Domain Approval.

ID	SPPR-10349
Status	 Open
Updated	2025-09-09 15:42

4.7 Prepare Project Reports

P1.10 Prepare projects reports


This process describes the tasks and activities to be performed by LEADs, PMO and SPCG to report on the project development in base of the 1 year detailed project plan.

- ☐ PMO: produce and circulate a DRAFT of the SIPB report 4 weeks before the SIPB meeting- Based on the current status against the Domain/Team Plan (in Polarion PMO site, i.e. Remits). See SEMP Process 1.8
- ☐ LEAD and SPCG: update and add/modify the SIPB Report DRAFT. Provide to the update to the PMO until 2 weeks before the SIPB meeting.
- ☐ LEAD, Technical Coordinators, PMO and SPCG: A general meeting is held to finalice the status update.

o If there are issues on resource, team planning/availability – actions are assigned to the technical coordinators to resolve

o If there are other issues – actions are assigned to Task and Domain leads/CG to resolve

☐ PMO: Produce and distribute the SIPB report to the SIPB and the whole SP community, 1 week before the SIPB meeting

ID	SPPR-6653
Status	 Open
Updated	2025-02-04 12:03
Process Number	P1.10
Supplier	<ul style="list-style-type: none"> • PMO • LEAD • SPCG
Inputs	Backlog (in Polarion, each domain sites) Domain/Team Plan (in Polarion PMO site, i.e. Domain Remits) Sprint Plans (in Polarion PMO site)

Outputs	Domain Report (in Polarion PMO site) Domain Report (in Polarion, each domain sites) Deliverables status report (in Polarion PMO site) SIPB Report (in Polarion PMO site)
Customer/ Receiver	PMO, SPCG, LEAD, SPSG


4.8 Define Standardisation and TSI Input Plan (STIP)

P1.11 Define Standardisation and TSI Input Plan (STIP)

This process describes the steps for the teams to contribute to the standardisation and TSI input plan allowing for a strategic planning of the new standards and regulations resulting of the R&D activities as well as the enhancements of existing regulations and standards when necessary.². SIPOC description for Domain Teams.

Tasks to be done:

- LEAD: Confirm/comment the relevant parts of standardisation and TSI input plan
- LEAD: Identify new topic proposals including:
 - complete problem/opportunity and context definition
 - identification of existing related regulation/standards/ongoing CR
 - impact to SP architecture
 - impact to SP operational vision & rules
 - safety considerations
 - migration considerations
 - economic considerations
- LEAD: deadline and effort for standard/regulation text proposal
- LEAD: dependencies with other topics in the standardisation and TSI input plan
- LEAD: Align with SP standardisation and TSI support/SPCG for a comprehensive and cohesive plan
 - impact to SP operational vision & rules

ID	SPPR-2171
Status	 Open
Updated	2025-08-28 15:39
Process Number	P1.11
Supplier	LEAD
Inputs	Domain/team project plan, Decided or proposed harmonisation scope ("granularity", list of process areas and interfaces)

Outputs	Proposal for milestones (integrated in team planning) concerning standards and regulation proposals for the specific domain Inputs for impact assessment
Customer/ Receiver	<ul style="list-style-type: none">• standardisation and TSI support/SPCG• Domain team members• Functional teams• PMO