



TECHNICAL
COMMITTEE 1
EMC Management



Date: November 6, 1998

TO: Andrew Podgorski: Technical Advisory Committee Chair

TOTAL PAGES INCLUDING THIS PAGE: 5

From: Kimball Williams – TC-1 Chair

FAX No: (248) 208-2018
Voice: (248) 354-2845
e-mail: k.williams@ieee.org

Subject: **Status Report**

Andrew:

I know that you have to be ready to give a report to the Board of Directors on the status of the TAC on November 14th. This is an update for you on the current status and activities within TC-1 (EMC Management).

At the Denver meeting in August, we elected the following officers:

OFFICERS

Chair

Kimball Williams
Ph 248-354-2845 Fax 248-208-2018
Email: k.williams@ieee.org

Vice Chair

Art Light
Ph: 202-767-6947 Fax: 202-767-6172
Email: art.Light@ssc.de.ittind.com

Secretary

David Southworth
Ph: 760-927-1922 Fax: 760-939-1065
Email: david_southworth@imgw.chinalake.navy.mil

Papers:

The committee currently has 8 papers in review. Providing there are sufficient acceptable papers from this clutch, we will propose sponsoring an EMC Management session at Seattle. (See Five-Year Plans – later in this document.)

The committee has initiated the following subcommittees with appropriate activities:

<u>SUBCOMMITTEES</u>	<u>LEAD</u>
TC-1 Charter Rewrite	Kimball Williams
EMC Management Tools	Michael Bogusz
EMC Management Education	Bob Scully
Commercialized MIL-HDBK-237B	Art Light

TC-1 Charter Rewrite Kimball Williams

The TC-1 charter rewrite sub committee is still struggling to develop a revised charter that clearly defines the role of EMC management in the product development process. Initial work was done with an eye to simply restating the current charter in 'good' English. However, upon further consideration, the subcommittee decided to step back from this effort and consider a complete rewrite of the charter to clearly express its belief that the concept of 'what is EMC management' should be a central feature of the charter for committee work. This redirected focus of the subcommittee may delay the full development of the charter for several months.

EMC Management Tools Michael Bogusz

The committee has gotten off to a good start by developing an initial list of management tool categories, and considering just what sort of tools will best fill needs in each niche. The current list under consideration is:

1. Estimating
2. Planning
3. Organizing
4. Training
5. Tracking
6. Reporting

Mike also began the development of an EMC bibliography of management materials which is available to TC-1 committee members on our web page.

Mike took some time out to get married last month, but seems like he picked up the throttle as soon as he got back. We may see more activity before the board convenes on the 14th.

EMC Management Education Bob Scully

Bob is working with Mike Bogusz to assess the education package that was developed by the Education Committee for engineering students and non-technical audiences. We are all hoping that this may serve as the core of a presentation suitable for engineering managers. This would be a good move for this material as well, as the Education Committee has not had the manpower to extend the range of this package in recent times, and is currently very busy with other activities. If TC-1 can give it a home, it would probably be a welcome shift of responsibilities.

Five Year Plan:

Please recognize that our committee has actually been in existence for less than three months. Therefore you should treat the following plans as strictly tentative.

1999

- **Present revised mission statement to BOD for approval @ Symposium.**
- **Seminar @ Symposium for TAC Secretaries on “How to setup & maintain a web site” by David Southworth.**
- **Sponsor a session on EMC management.**
- **Paper reviews for yearly Symposium.**
- **Regular yearly physical meeting.**

2000

- **Workshop @ Symposium for all TAC officers on the management tools developed at that time and how to get the most benefit out of their use.**
- **Sponsor a session on EMC management.**
- **Paper reviews for yearly Symposium.**
- **Regular yearly physical meeting.**

2001

- **Tutorial @ Symposium on the management tools and their use.**
- **Workshop @ Symposium on the use of the commercial version of MIL-HDBK-237.**
- **Sponsor a session on EMC management.**
- **Paper reviews for yearly Symposium.**
- **Regular yearly physical meeting.**

2002

- **Workshop @ Symposium on “How to sell EMC Engineering to your Boss”.**
- **Sponsor a session on EMC management.**
- **Paper reviews for yearly Symposium.**
- **Regular yearly physical meeting.**

2003

- **Tutorial @ Symposium on the latest / updated management tools and their use.**
- **Sponsor a session on EMC management.**
- **Paper reviews for yearly Symposium.**
- **Regular yearly physical meeting.**

NOTE: The management reserves the right to alter, change or cancel any of the above scheduled programs without notice.

That seems to bring us up to date as of this week. If I can clarify any of this for you, please don't hesitate to contact me.

Respectively Submitted

Kimball Williams

TC-1 Chair