

# 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 14<sup>th</sup>. 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@imdgw.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:

SUBCOMMITTEES	<b>LEAD</b>
TC-1 Charter Rewrite	Kimball Williams
<b>EMC Management Tools</b>	Michael Bogusz
<b>EMC Management Education</b>	<b>Bob Scully</b>
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 14<sup>th</sup>.

# **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.

# Commercialized MIL-HDBK-237B Art Light

Commercialized MIL-HDBK-237 Subcommittee is making progress on a rather large task. Dave Southworth (TC-1 Secretary) connected Art Light to a copy of MIL-HDBK-237 on the web, which Art has downloaded and printed out. Unfortunately it is very long and must be scanned back into a word processor because Art does not have the capability of converting Adobe .pdf files into word processor format.

After he has MIL-HDBK-237 in a word processor, Art will make a first cut at the commercial version, which he will circulate to the other members of the subcommittee. Art's current plan is to have the first phase (converting PDF to micro soft Word) done by the end of the year. Dave has put a review copy of MIL-HDBK-237 on the web page for use by TC-1.

## Web Site David Southworth

At our meeting in Denver, our Secretary, David Southworth, volunteered to setup a web page for TC-1, and promptly did so after returning from the symposium. The site now has the complete committee roster, the meeting minutes from our Denver gathering, etc. The sub pages available are: Charter, Officers, Committee Members, Meetings (minutes), Subcommittees working issues (Committees, members, subjects under study), Bibliography for TC-1 EMC Management, and for later consideration, the TAC Handbook for Technical Committee Chairs. The page has links to and from the EMC-S web page as well.

This site has proved a valuable communications tool for committee activity. David has agreed to prepare to teach a class for the other TAC Secretaries on how to setup and maintain a web page either as an 'on-line' class, or as a 'hands-on' class in Seattle. I can't say how helpful it will be for the other TAC committees, but for TC-1 the web page has been a real shot in the arm.

#### **Estimated Expenditures:**

Out estimated expenditures for the next five years should remain modest. Our primary costs will be associated with Symposium meetings. It is our intention to conduct ALL of our business via Web, email and phone. Unless the government finds a way to tax the web, that means that our operation should be relatively cost free. Our estimates for meeting costs are shown below.

1998 1999 2000 2001 2002

Meeting Costs: \$600 \$600 \$600 \$600

Pretty dull eh!

#### 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