



MoReq2 Project Update

Marc Fresko and Thomas Rumi, DLM Forum, Berlin, April 2007

CORNWELL 
Consultants in Management and IT



Agenda



- **The Project Team**
- **Authoring and Review process**
- **Current status**
- **Testing**
- **Issues**



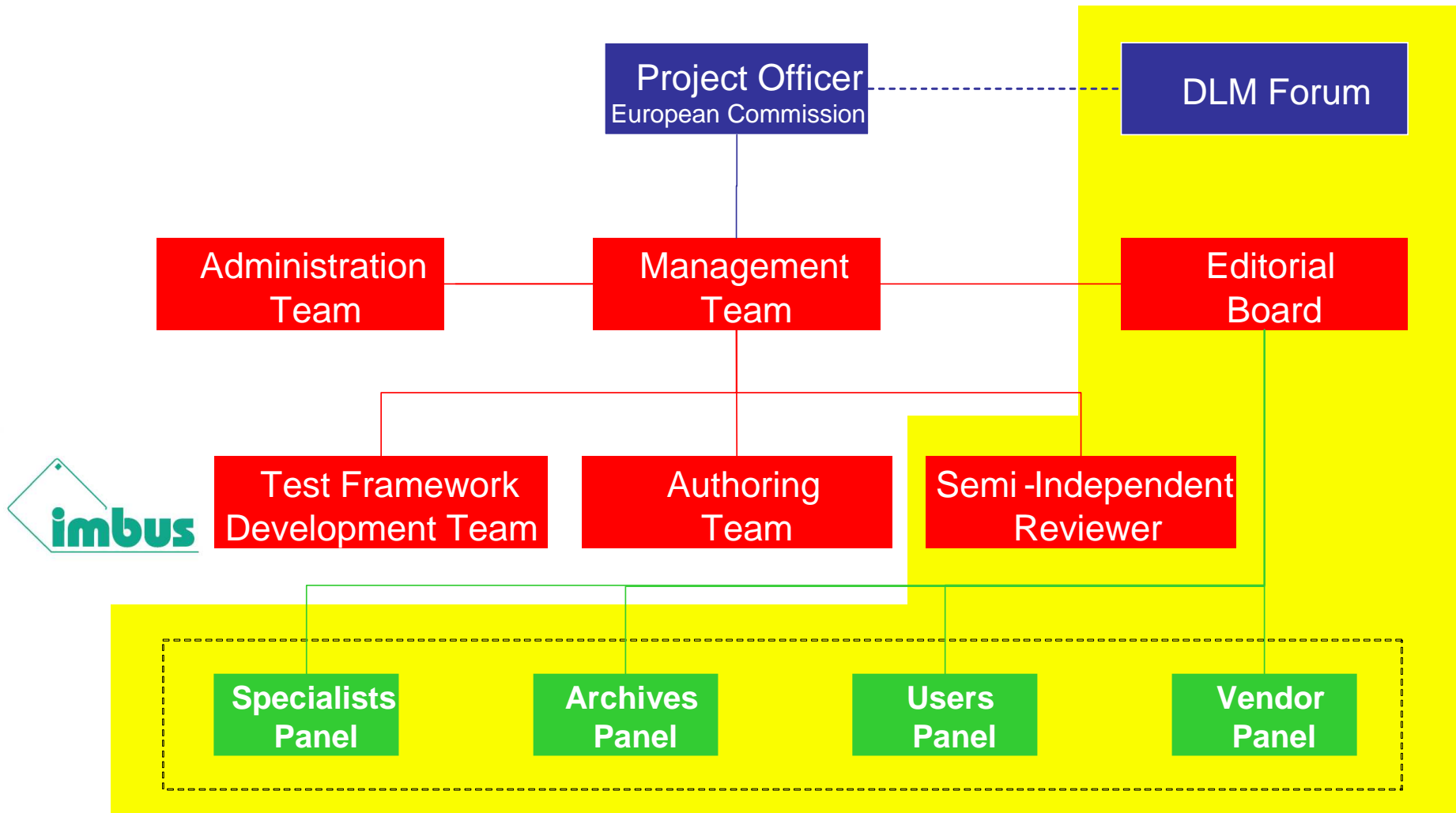
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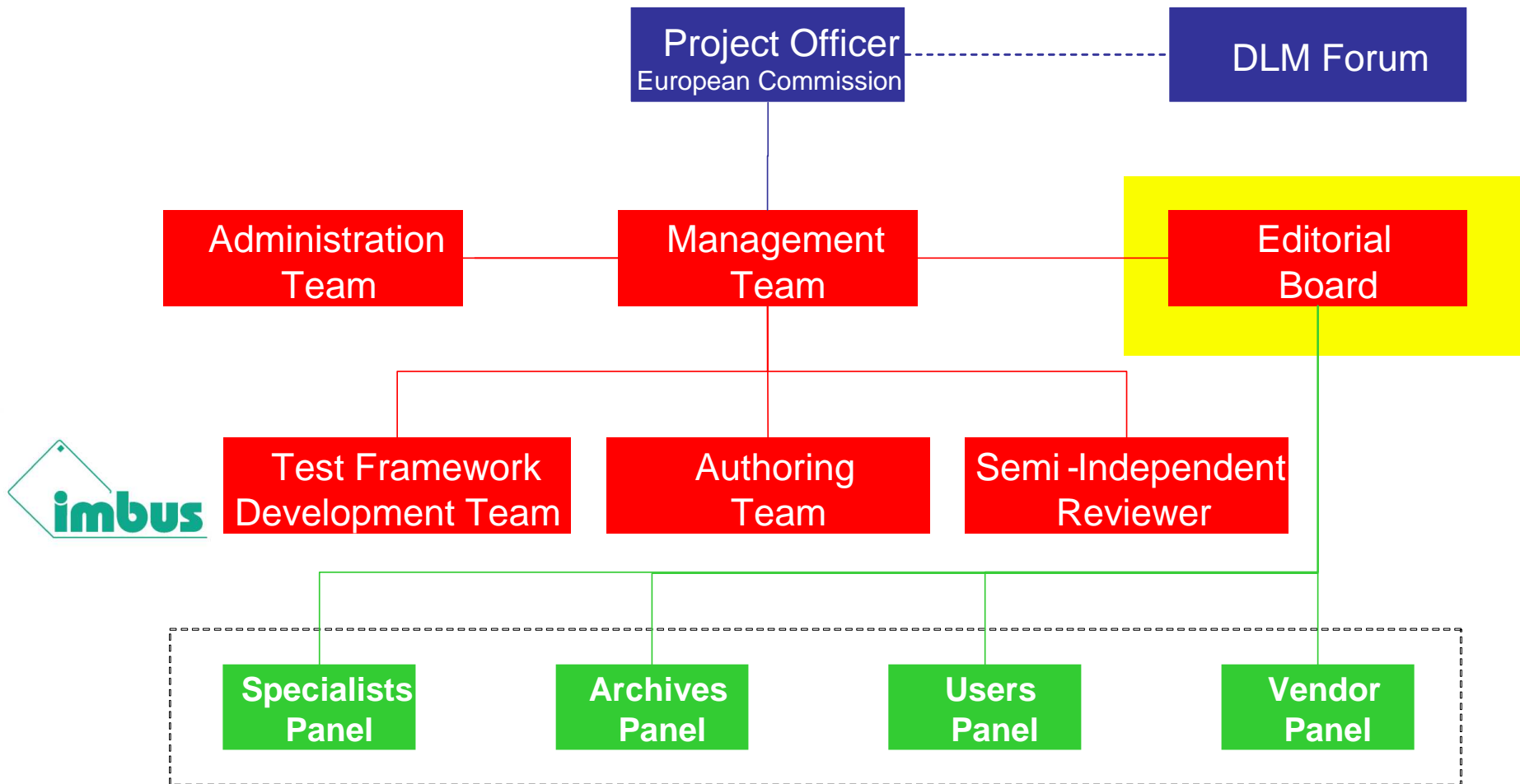


MoReq2 Project Team





MoReq2 Project Team

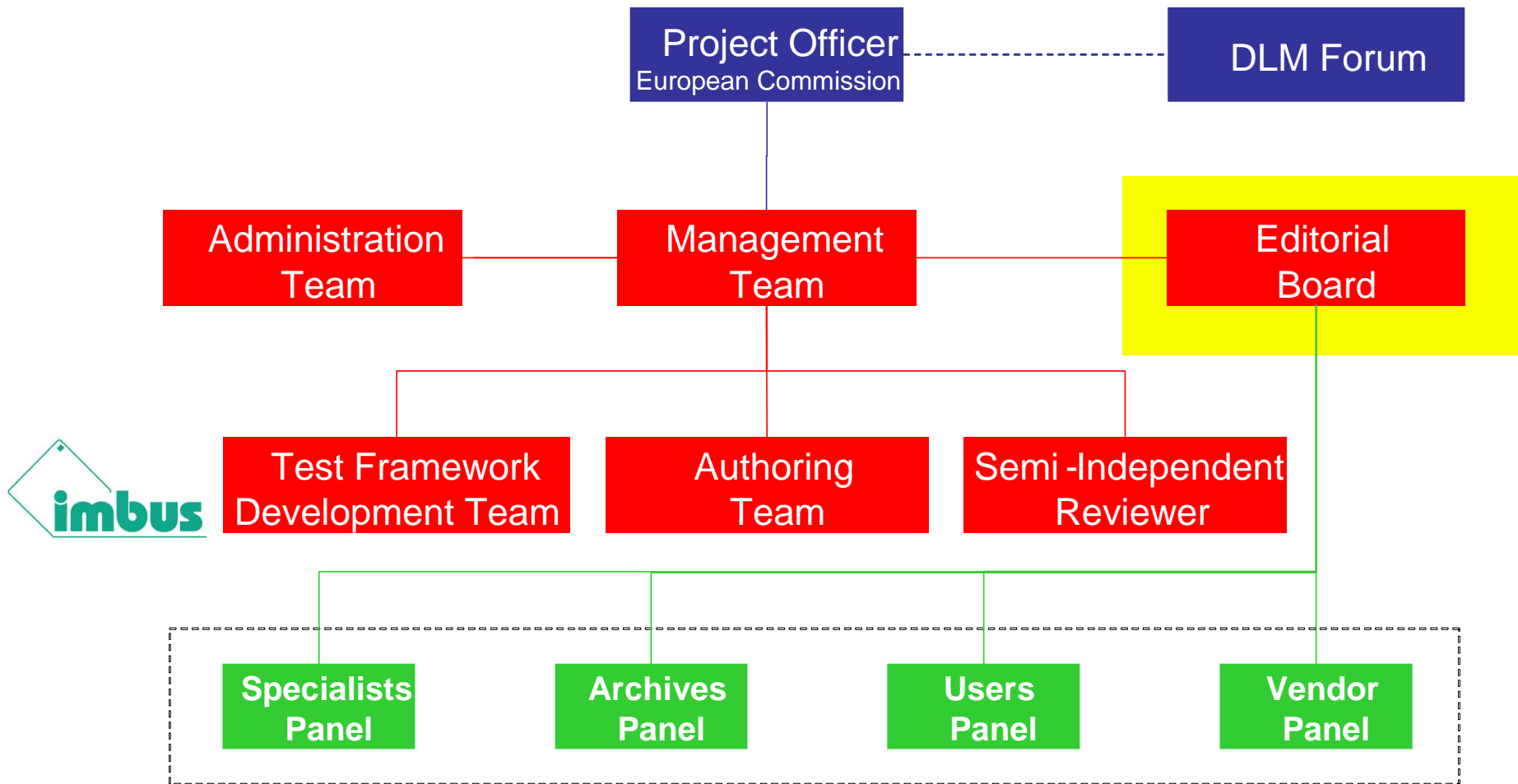




- **M Camacho, Sadiel, Spain**
- **Dr. U Kampffmeyer Project, Germany**
- **P Murphy, Ministry of Finance, Ireland**
- **Dr P Horsman Archiefschool, Netherlands**
- **A M Dørum, National Archives of Norway**
- **Prof. M Guercio University of Urbino**
- **M-A Chabin, Archive 17, France**
- **Prof. L Duranti, University of British Columbia**

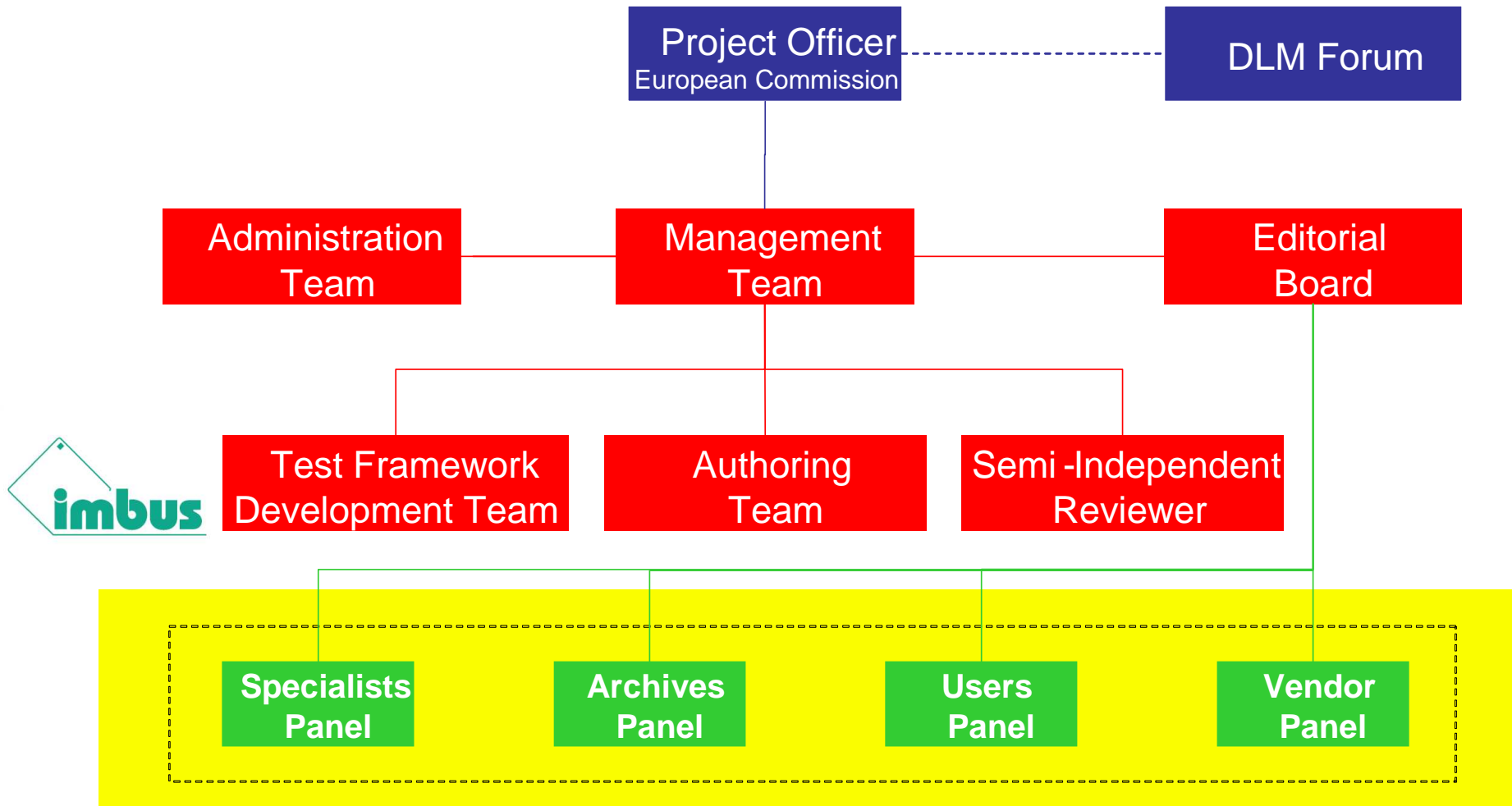


MoReq2 Project Team





MoReq2 Project Team





MoReq2 Panel Members



- 188
 - From 31 countries
- (23 April)**

ALMOST ALL THE RECORDS MANAGEMENT INDUSTRY



Also later joiners: Capgemini, Civica, Fujitsu, EDRM Solutions, ErgoGroup, FreeSoft, Getronics, Lockheed Martin, Morse...



MoReq2 Specialists Panel



- **DigitalPreservationEurope** (formerly ERPANET)
- **document@work**, Belgium
- **International Council on Archives**
- **Records Management Society**, UK
- **Records Managers Guild**, Russia
- **Scientific Archivists Group**, UK & Europe
- **The Society of Archivists**, Ireland
- **International Records Management Trust**
- **ARMA International**

- **Archives Générales du Royaume de Belgique**
- **Arhiv Republike Slovenije (Slovenia)**
- **Czech Republic Ministry of the Interior**
- **National Archives of Malta**
- **Instituto dos Arquivos Nacionais, (Portugal)**
- **Danish National Archives**
- **Directorate General of Latvia State Archives.**

- ABN Amro (UK)
- Aksiom (Croatia)
- Artefactual Systems inc (Canada)
- Archives of Manitoba (Canada)
- Astra Zeneca R&D Charnwood (UK)
- Auckland Regional Council (New Zealand)
- Banco de Portugal (Portugal)
- Bently Historical Library (USA)
- BHP Billiton Archives (Australia)
- Cactus Tecnologia (Spain)
- Central Library of BAS (Bulgaria)
- Cimtech (UK)
- Citigroup (USA)
- Commission for Social Care Inspection (UK)
- Credit Suisse Securities (Europe) (UK)
- CSC Australia (Australia)
- Department of Information and Communication Studies (Namibia)
- Derbyshire County Council (UK)
- Digital Curation Centre, Uni. of Edinburgh (UK)
- Dorset County Council (UK)
- DRF and Associates (USA)
- Electronic Office Systems (Russia)
- Emmerson Consulting (UK)
- Environment Agency (UK)
- Essex County Council (UK)
- European Central Bank (Germany)
- European Parliament Archive and Documentation Centre (Luxembourg)
- Federal Court of Australia (Australia)
- Government Centre for Informatics (Slovenia)
- Group 5 Training (UK)
- Home Office (UK)
- House of Lords Records Office (UK)
- IMERGE Consulting (USA)
- Indiana University (USA)
- INFORA GmbH (Germany)
- Information Handy Man (UK)
- Information Society Development Committee (Lithuania)
- International Fund for Agricultural Development (Italy)
- Isle of Man Public Record Office (UK)
- Joint Research Centre of the European Commission)
- Landcorp (Australia)
- Leicestershire County Council (UK)
- Lilly (France)
- Lilly (USA)
- Mid Sweden University (Sweden)
- National Agency for Medicines (Finland)
- National Health Insurance Fund (Bulgaria)
- Norfolk County Council (UK)
- Nova Scotia Archives & Records Management (Canada)
- Outokumpu Technology PTY (Australia)
- Petro Canada (UK)
- University College Dublin (Ireland)
- Varma Mutual Pensions Ins (Finland)
- Wiltshire County Council (UK)
- Xerox Corp. (USA)
- Pfizer Global Pharmaceuticals (Australia)
- Rail Corp, Information and Records Management (Australia)
- Recordkeeping Innovation (Australia)
- Records & Archive Services (Australia)
- Records Management Association Australasia (Australia)
- Riigikantselei (Estonia)
- Royal Mail Group (UK)
- Royal Pharmaceutical Society of GB (UK)
- SABIC Europe (The Netherlands)
- Salford City Council (UK)
- Servei de Gestió Documental, Arxius i Publicacions (Spain)
- Service eLuxembourg (Luxembourg)
- Servicio de Archivo y Bibliotecas del Ayuntamiento de Cartagena Archivo Municipal parque de Artilleria (Spain)
- Sirius Systems France (France)
- Stadsarchief Antwerpen (Belgium)
- Staffordshire County Council (UK)
- State Chancellery of the Republic of Estonia (Estonia)
- Swansea CC (UK)
- SWIM (New Zealand)
- The Varendorff Consultancy ABN (Australia)
- Universität Hamburg (Germany)

- Australia - 12
- Belgium - 1
- Bulgaria - 2
- Canada - 3
- Croatia - 1
- Estonia - 2
- Finland - 2
- France - 4
- Germany - 4
- Ireland - 1
- Italy - 3
- Lithuania - 1
- Luxembourg - 2
- Namibia - 1
- The Netherlands - 2
- New Zealand - 3
- Portugal - 2
- Portugal
- Russia - 1
- Slovenia - 2
- Spain - 5
- Sweden - 1
- United Kingdom - 28
- USA - 10

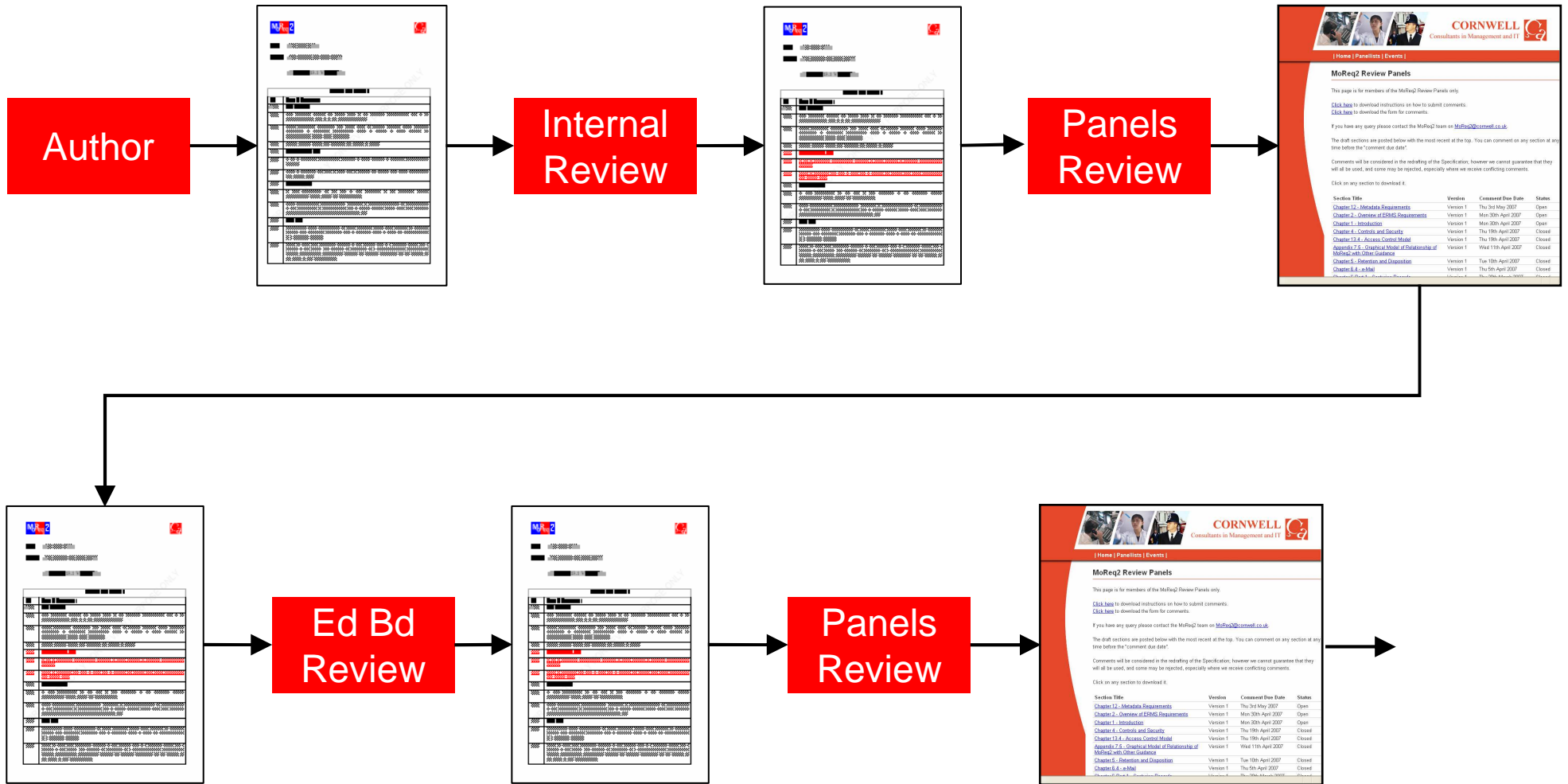


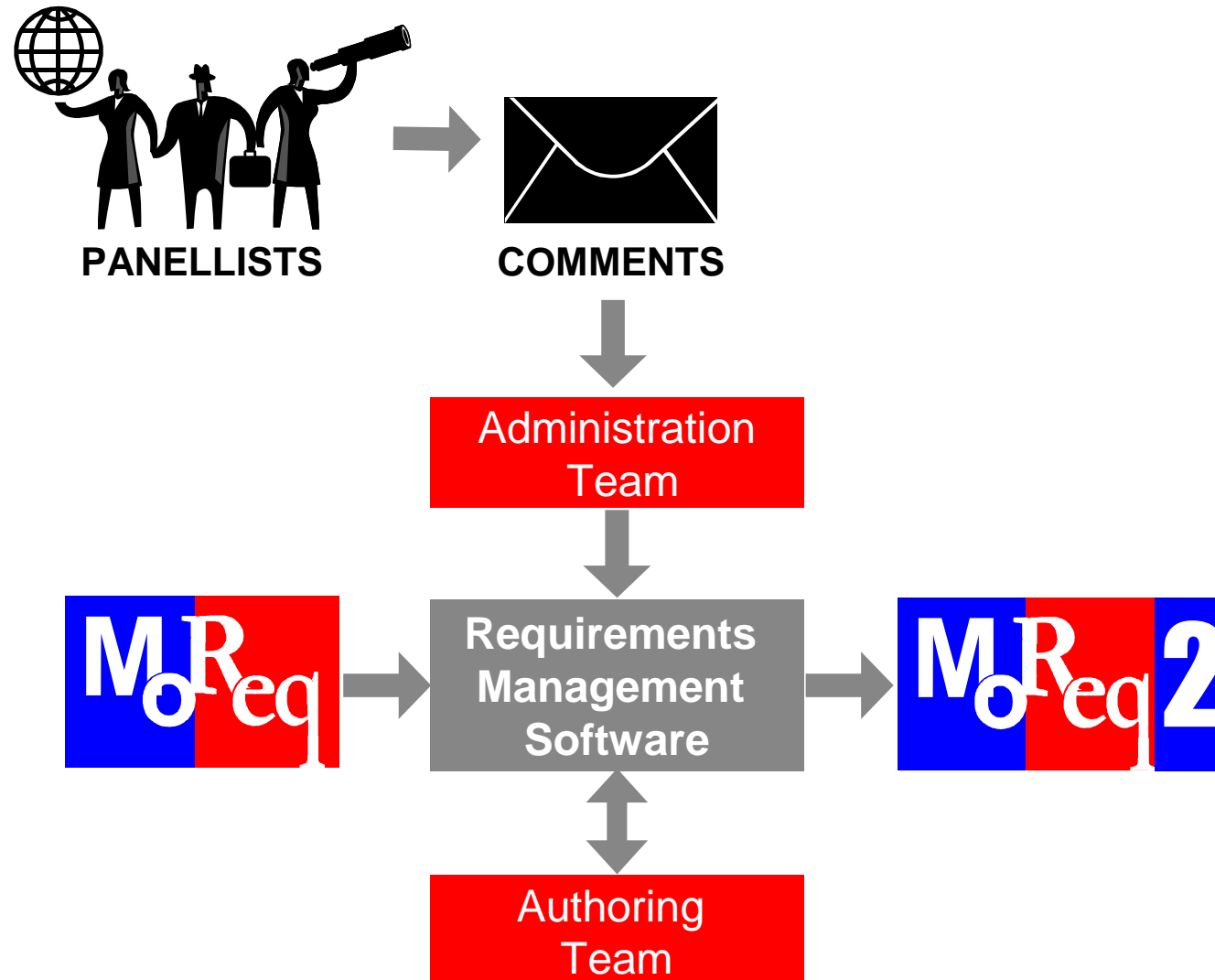
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- **“Open” drafting process**
- **Iterative review**
- **Several different levels of review**
 - *Peer review (authors)*
 - *Panel members*
 - *EC (DLM Forum Review Group)*
 - *Semi-independent Reviewer*
- **Use of MoReq2 website**
www.moreq2.eu
- **Use of requirements management software tool**





- 1.2.2 Overview of ERMS
- 1.3 Classification Schemes
 - This chapter first lists
 - A classification scheme
 - Text
 - Text
 - Text
 - Text
 - Text
 - Text
 - 1.3.1.3.1 Configuring
 - 1.3.2.3.2 Classes and Files
 - This section lists
 - Requirement
 - 3.2.1 The ERMS
 - Text
 - text
 - 3.2.2 The ERMS
 - Text
 - Text
 - text
 - Text
 - 3.2.3 The ERMS
 - Text (2716?)
 - Text (2754?)
 - Text
 - Text
 - text
 - Text
 - 3.2.4 The ERMS must record the date of opening of a new class or file with...
 - text
 - 3.2.5 Whenever
 - Text
 - text
 - Text
 - text
 - 3.2.7 The ERMS
 - text
 - 3.2.8 The ERMS
 - 3.2.9 The ERMS
 - 3.2.10 The ERMS
 - Text
 - text
 - text
 - 1.3.3.3.3 Volumes and Files
 - 1.3.4.3.4 Maintaining
 - 1.3.5.3.x Navigation
 - 1.3.6.3.X Non-hierarchical
 - Text
 - Text
 - Text

ID	Specs	Reviewer Comment & Detail	Implemented	Current Text	Testable	Agreed Text
236	1.3.2 3.2 Classes and Files	UP73 Comments 17 Classes and files	UP73: I (in 237)			
237	This section lists requirements which apply to classes and files.	EB Meeting 1 15 Mixing files and classes - It was agreed that it should be possible to mix files and classes. Scoping Document 19 Add the principle of inheritance of metadata values. UP73 Comments 18 Classes	EB15: I EB19: Q UP73: R			This section lists requirements which apply to classes and files. Classes and files are different kinds of construct. Classes provide an intellectual framework for classification, while files aggregate records; classes are building blocks of classification schemes, while files are not. Despite these major differences, it is helpful to list some requirements together, as they are common to both constructs.
2090 2100	Requirement 3.2.1 The ERMS must support metadata for files and classes in the classification scheme; and after a record has been captured the ERMS must restrict the ability to add to or amend its metadata to Administrators. <i>Metadata requirements are described in chapter 12.</i>	UP73 Comments 19 Compliant with the metadata model in chapter 12	UP73: R	The ERMS must support the capture, maintenance and presentation of metadata for files and classes in the classification scheme, compliant with the metadata model in chapter 12.	Y	
	3.2.4 The ERMS must record the date of opening of a new class or file with...	Imbus Comments 29 Believe that the requirement is testable. "as set out in the metadata model in chapter 12" - What does this mean? UP73 Comments 20 Compliant with the metadata model in chapter 12 VP28 comments 11 Remove this requirement	UP73: R VP28: R	The ERMS must restrict the ability to add to file and class metadata as set out in the metadata model in chapter 12.	N	
2663	text			Metadata standards are described in chapter 12.	N/A	Delete
2099	3.2.2 The ERMS must provide at least two naming mechanisms for electronic files and classes in the classification scheme: a mechanism for allocating a structured numeric or alphanumeric reference code (i.e. an identifier which is unique within the	EB07 LD Comments 24 Alphanumeric identifier? Say classification code UP71 comments 22 "...to each file and class in the	EB07: I UP71: R VP21: I VP48: I	The ERMS must provide a mechanism for allocating a structured numeric or alphanumeric identifier (i.e. an identifier which is unique within the classification scheme - see chapter 7) to	Y	The ERMS must provide a mechanism for allocating automatically a hierarchic classification code (where such a code does not already exist - see <ID 2773>) to each file and class in the classification scheme.

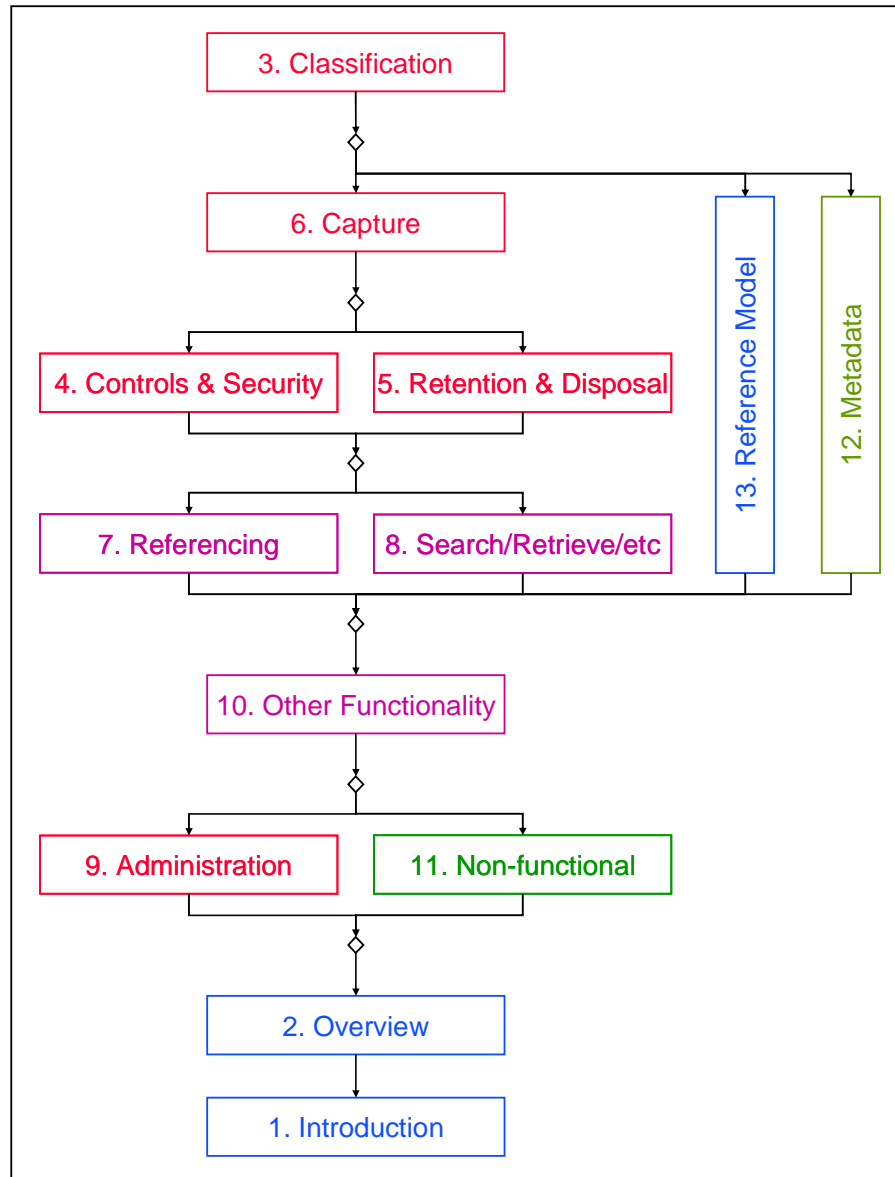




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Testable

Partly testable

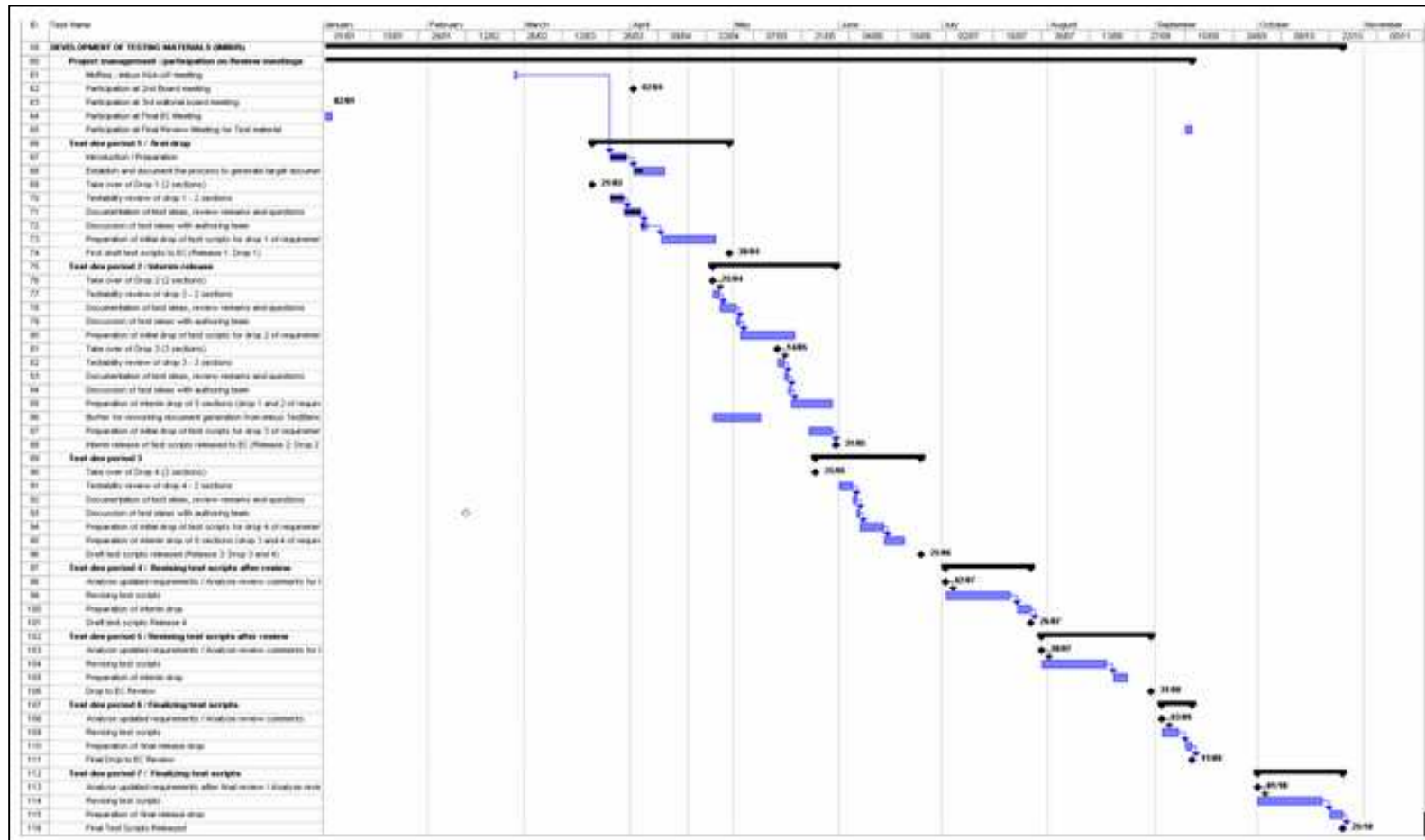
Not testable

Testability uncertain

MoReq2: Status (late April)



Table of contents	Initial draft published
Chapter 1 – Introduction	Initial draft published
Chapter 2 – Overview	Initial draft published
Chapter 3 – Classification	Initial draft published
Chapter 4 – Controls	Initial draft published
Chapter 5 – Retention	Initial draft published
Chapter 6 – Capture	Initial draft mostly published
Chapter 7 – Referencing	
Chapter 8 – Search & Retrieve	
Chapter 9 – Administration	
Chapter 10 – Other functionality	50% of initial draft written
Chapter 11 – Non-functional	
Chapter 12 – Metadata	Framework published
Chapter 13 – Reference Model	Glossary & Models published
Appendices	Part of initial published draft



■ EC Acceptance of final draft planned for 8 November 2007



Panel Members' Review Comments



By mid-April we have received:

- **169 feedback forms**
- **1,456 comments**



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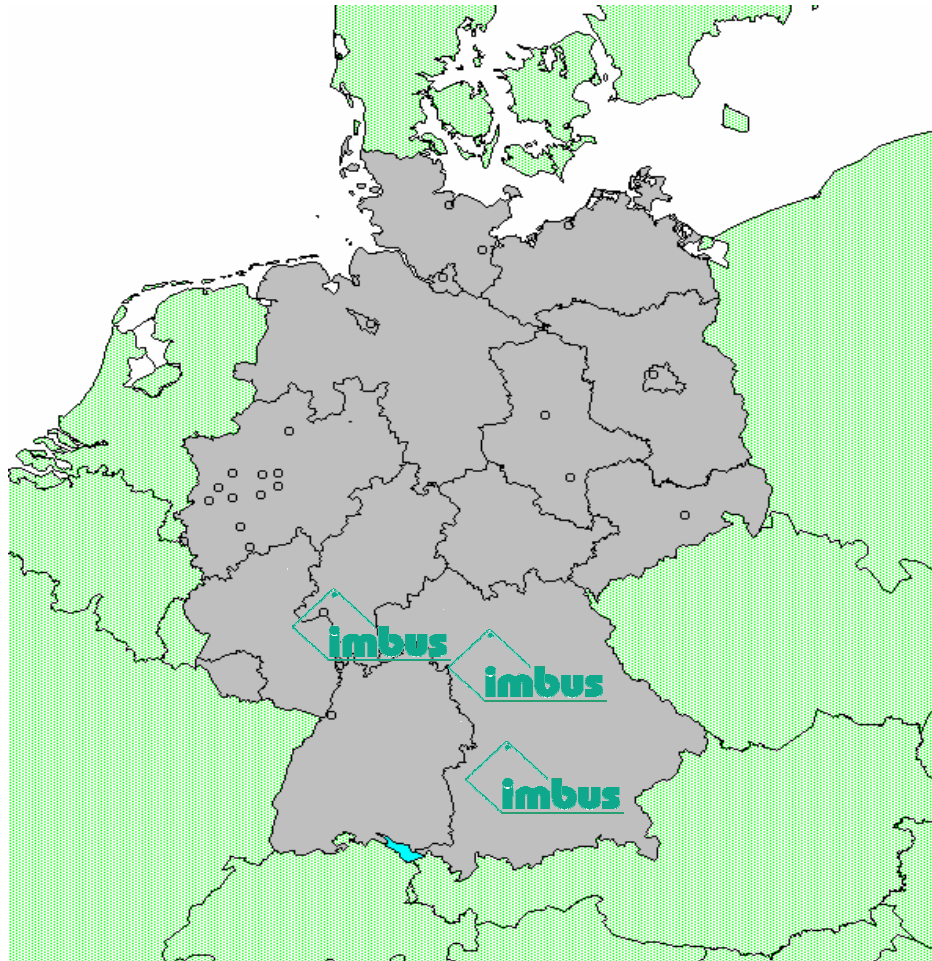


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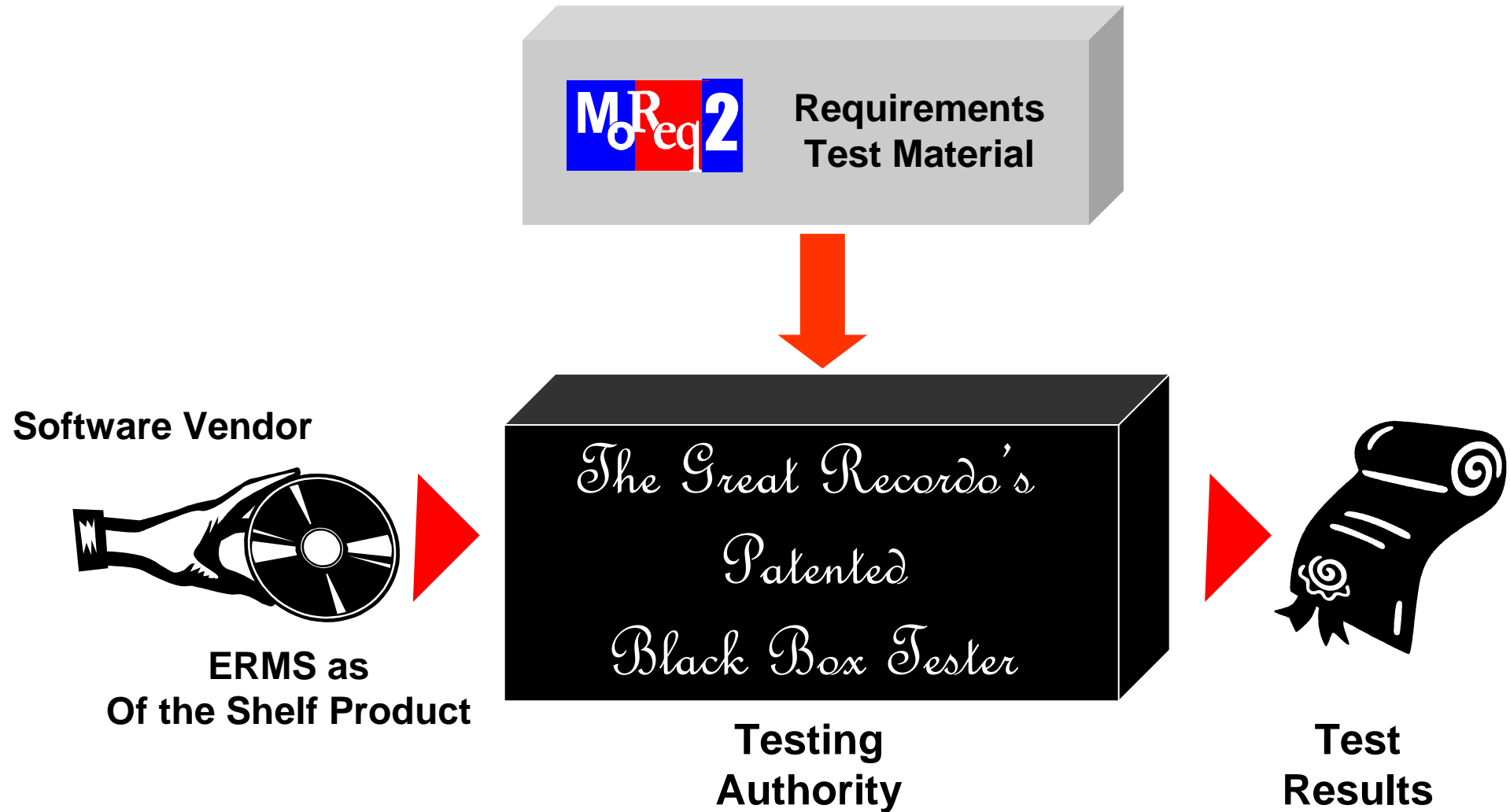


imbus





- Founded in 1992 in Germany
- Specialist for Software Quality Assurance and Software Test
- ~130 employees at three locations
 - Headquarter in Möhrendorf (near Nuremberg)
 - Munich
 - Rhein-Main (near Frankfurt)



- **Testability Review of the MoReq2 Requirements**
- **Define High-Level Test Cases**
- **Review with the Authoring Team**
- **Refinement**
- **Review by the Editorial Board**
- **Finalisation**

Test Module

Test Cases (IEEE 829) with

- Test instructions
- Expected Results
- Referenced Requirements

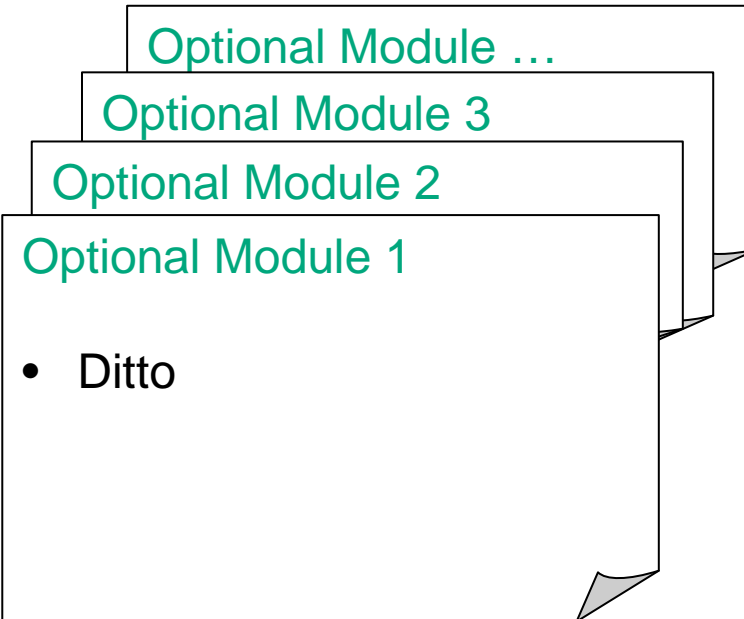
Test Data
Repository

Test Data Repository

- Re-usable test data
- Complex structures

Compliance Certificate to MoReq2 Core Modules:

- Compliance to all mandatory requirements
- Desirable requirements passed: 1, 3, 4, 6
- Desirable requirements not passed: 2, 7

A stack of four overlapping document icons representing optional modules. The top-most icon is labeled "Optional Module 1" and contains a bullet point "Ditto". The other three icons are labeled "Optional Module 2", "Optional Module 3", and "Optional Module ...".

Optional Module ...

Optional Module 3

Optional Module 2

Optional Module 1

- Ditto

Test Reports

- Level of detail to be decided later by the DLM Forum Executive Committee



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- **Mixing up classes and files**
- **Hierarchical versus non-hierarchical classification schemes**
- **Use of xml**
- **...**

■ Ongoing governance and maintenance of the MoReq2 document:

- *MoReq2 “brand” protection*
 - *Who can claim “MoReq2 compliance”?*
 - *Who can publish a “MoReq2”?*
- *Translations*
 - *How can the accuracy of translations be checked?*
- *Chapter zero*
 - *What prevents inconsistencies in chapter zero?*
- *Requests for change*
 - *Who deals with these?*

■ Tentative recommendation: **DLM Forum Executive Committee should establish a MoReq2 Governance Committee now to:**

- *Be responsible for the MoReq2 document during its lifetime*
- *Establish policies and procedures*

- **MoReq2 compliance testing regime:**
 - *Multinational issues*
 - *Language*
 - *Chapter zero issues.*

- **Tentative recommendation:**
DLM Forum Executive Committee should establish a sub-committee now to settle these issues

A large, semi-transparent orange question mark is centered on the slide, serving as a background for the contact information.

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Marc.Fresko@Cornwell.co.uk

Thomas Rumi
Thomas.Rumi@imbus.de