Introduction to a GS1 Work Request

Eileen Harwell
January 18, 2017
A Work Request can ask for something as simple as correcting an error in a published standard (Maintenance) to something as complex as creating a completely new GS1 Standard or Guideline (Development), as well as anything in between.
Anyone can submit a Work Request, but a commitment of support is required by the submitting organisation and the submitter is required to participate in the standards development process.

All companies and MOs involved in GSMP must sign the Intellectual Property Policy

And all work groups operate under the GS1 Antitrust caution and require an organization to sign an Opt-in agreement

A GS1 Member Organization (MO) member may discuss the need for a work effort with their MO. The MO may in turn, sponsor a Work Request in GSMP for their member.
How do I enter a Work Request

http://wr.gs1.org/

Work Requests are entered on the web at wr.gs1.org. You are required to set up an account if you don’t already have one. The Work Request system has the same ID/password as other GS1 online tools using the single-sign-on such as Community Room 3.0, LEARN, and GS1 XChange.

From the Work Request System landing page on the left, click the “Login” button which will bring you to the login page on the right. If you do not have an account, choose the registration tab and create an account, otherwise, click “Sign in”
In the Work Request System, you can

- Enter a New Work Request
- Track the status any work requests
- View all Work Requests entered by anyone
- Download the required templates
- Get help
Eileen find new pic with better WR
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• Each question on the Work Request form has been carefully designed to capture the information needed for GS1 to assess the business challenge to ensure the standards work will be relevant to industry, has the needed industry participation behind the work effort to ensure the standard built will be adopted and used by industry.

• A complete and comprehensible Work Request form is called “Entrance Criteria”.

• A Work Request must include a clear description of the business problem and the impacts to your organisation and trading partners. You must outline the business drivers, such as: reduce stock, reduce cost of developing new product packaging, enable more detailed traceability, patient safety or data accuracy.

• You can “submit” your request or choose “save only” to create a draft you can finish at a later time.
For certain standards, a detailed template is required before your Work Request can be processed. For example:

The template for EANCOM EDI requires details on the impacted message(s) and any UN/EDIFACT Data Maintenance Request requirements. GDSN’s template requires impacted Attributes and whether any Validation Rules are required.

You can find templates under the Help section of the Work Request home page.

The completed template must be attached to your Work Request.
Needs to add how to guidance on the web
Eileen Harpell, 1/25/2017
You can download a copy of the Work Request Form in the help section of the Work Request home page
GSMP Operations categorises the Work Request into two categories:

1) **Maintenance / Errata**

2) **New Development**

Work Requests for simple maintenance or correction of errata in existing GSMP deliverables are routed directly to the responsible Standards Maintenance Group for further assessment.

New development/major revision Work Requests proceed through the next steps.
New development/major revision work efforts begin with community engagement, industry priority identification and alignment with GS1 Strategy. A commitment to implement, from a sufficient number of community members, is required. If not, the Work Request is returned to the requestor.

Assessments also include analysis on how the Work Request relates to the entire portfolio of GS1 Standards, the GS1 System Architecture principles, and to other GSMP work already planned or in progress. Determinations are also made on:

- Whether to combine this Work Request with others in the pipeline, and/or split it into multiple efforts
- Which GSMP Working Group should carry out the work: an existing SMG or a new MSWG
- And if a new MSWG is called for, minimum participation requirements will be defined

The IESC determines if the Work Request meets or exceeds the entrance criteria established for new GSMP work.
Standards Maintenance Group (SMG): An SMG has indefinite lifetime and is responsible for the ongoing maintenance and enhancement of one or more existing GS1 Standards or GS1 Guidelines. SMGs provide continuity of expertise, as well as rapid response to requests for small changes.

Mission-Specific Working Group (MSWG): An MSWG is formed to do a specific piece of work as described in its Charter, and disbands when the work is complete. MSWGs are created for most work efforts of substantial scope. An MSWG may be chartered to carry out requirements analysis (Step 2 of the 4-step GSMP process), standard or guideline development (Step 3), or both.
Check your understanding (red=the answer)

Who can submit a Work Request to GSMP?
- An organization with a business problem, task or not willing to participate
- GS1 Member Organizations only
- Anyone who's organization supports the request and is willing to join GSMP and participate
- GS1 Board Members only

Which is NOT available in the Work Request system?
- The status of my Work Request
- All the Work Requests submitted to GSMP by anyone
- A copy of the Work Request form and templates required for my submission
- A list of all GS1 standards

Which is NOT a part of the GSMP Work Request assessment process?
- Industry priority and participation identification
- Industry Engagement Steering Committee approval
- Alignment with GS1 strategy and available resources
- Review of the entrance criteria established for new GSMP work
- Has the submitter signed the GS1 Intellectual Property document
Need help?

We hope you found this brief introduction useful. If you have any additional questions or comments, please don't hesitate to contact us at GSMP@gs1.org.