IEEE Computer Society/SEI Watts S. Humphrey Software Process Achievement Award

Process Overview

2023 Award Year
2023 Award Subcommittee Membership

2023 Chair: Julia Mullaney, Software Engineering Institute (year 1)
Vice Chair:
Humphrey Award Coordinator: Michele Falce, Software Engineering Institute

Voting members:
- Barry Dwolatzky (year 2)
- Brian Gallagher (year 1)
- Gerd Hoefner (year 1)
- Fernando Jaimes (year 2)
- Pat Kirwan (year 1)
- Isabel Lopes Margarido (year 1)
- Lee Osterweil (year 1)

Nonvoting members:
- Lynn Penn, Performance and Methods Consulting, LLC (past chair – rest year)
## 2023 Schedule

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Committee Forms</td>
<td>January 2022</td>
</tr>
<tr>
<td>Solicitation</td>
<td>Jan.-Aug. 2022</td>
</tr>
<tr>
<td><strong>Nomination Due</strong></td>
<td><strong>September 1, 2022</strong></td>
</tr>
<tr>
<td>Evaluation</td>
<td>Sept-Oct. 2022</td>
</tr>
<tr>
<td>Approval</td>
<td>Nov. –Dec. 2022</td>
</tr>
<tr>
<td>Announcement</td>
<td>Jan. 2023</td>
</tr>
<tr>
<td>Award Bestowal</td>
<td>Spring 2023</td>
</tr>
</tbody>
</table>
## Award Process

**Every Year**

<table>
<thead>
<tr>
<th>Solicitation</th>
<th>Evaluation</th>
<th>Approval</th>
<th>Announcement</th>
<th>Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation &amp; Kickoff meeting</td>
<td>Screen nominations – minor resubmit, major – invite for future submission</td>
<td>IEEE approval</td>
<td>Write news articles and press releases</td>
<td>Mentor recipient(s) with webinar presentation and report</td>
</tr>
<tr>
<td>Create PR and outreach plan</td>
<td>Review accepted nomination packets</td>
<td>SEI approval</td>
<td>Mentor recipient(s) with conference presentation and report</td>
<td>Obtain cash award and plaque</td>
</tr>
<tr>
<td>Create marketing materials</td>
<td>additional info</td>
<td>Determine award bestowal ceremony</td>
<td>Bestow award at the IEEE Award Ceremony</td>
<td></td>
</tr>
<tr>
<td>Checkpoint meeting</td>
<td>teleconferences</td>
<td>Compile lessons learned</td>
<td></td>
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<td></td>
<td>on-site interviews</td>
<td>Seat subcommittee for following Award year including Chair if necessary</td>
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<tr>
<td></td>
<td>Reach consensus and document recommendations</td>
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</tbody>
</table>

**Optional (if there is a winner)**

<table>
<thead>
<tr>
<th>Activities</th>
<th>Materials</th>
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<tbody>
<tr>
<td>Call for Nominations postcard</td>
<td>Nomination packets</td>
</tr>
<tr>
<td>Ad for publications</td>
<td>Evaluation packets</td>
</tr>
<tr>
<td>SEI News article</td>
<td>Completed evaluations</td>
</tr>
<tr>
<td>PR &amp; Outreach plan</td>
<td>Subcommittee recommendation report</td>
</tr>
<tr>
<td>Nomination packets</td>
<td>Formal response to all nominees</td>
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<tr>
<td>Written acknowledgement of nomination packet</td>
<td>Updated award process and orientation materials</td>
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</tbody>
</table>

**Every Year Optional (if there is a winner)**

- Solicitation
- Evaluation
- Approval
- Announcement
- Award

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Award Description

The award is fully described on the [IEEE](https://www.ieee.org) and the [SEI](https://www.sei.cmu.edu) websites. The web pages have the following sections:

- About the Award
- Overview
- Criteria
- Eligibility
- Schedule
- Nomination Materials
- Conditions
- Evaluation Process
- Recipient Support Process and Resubmission
- Previous Humphrey Award Recipients
Governance

The Humphrey Award is a subcommittee of the IEEE Awards committee and is governed by the following documents

- Award Handbook
- Award Manual

IEEE Awards Committee Chair – Mark Weiss

IEEE Awards Committee operations support

- Anne Marie Kelly, Associate Executive Director, Director of Governance
- Milagros (Millie) Lovos, Senior Governance Program Specialist at IEEE Computer Society
# Roles and Responsibilities

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibilities</th>
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</thead>
<tbody>
<tr>
<td><strong>IEEE Awards Committee</strong></td>
<td>Final approval authority</td>
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<tr>
<td></td>
<td>• approves award recipient(s)</td>
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<td></td>
<td>• approves subcommittee chair nomination</td>
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<tr>
<td><strong>SEI Approvers</strong></td>
<td>Final approval authority</td>
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<td>• approves award recipient(s)</td>
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<td></td>
<td>• approves subcommittee chair nomination</td>
</tr>
<tr>
<td><strong>Humphrey Award Subcommittee</strong></td>
<td>Standing subcommittee</td>
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<tr>
<td></td>
<td>• actively solicits nominations</td>
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<tr>
<td></td>
<td>• evaluates nominees</td>
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<tr>
<td></td>
<td>• recommends winners, list non-winners</td>
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<tr>
<td></td>
<td>• award announcement, presentation, and documentation</td>
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Subcommittee Membership

Chair

• Chair serves a term no less than two years and not more than three years
• Chair must be approved by both IEEE and the SEI

Members

• nominated by the chair for a one-year term up to three successive terms
• can rest one year
• membership turnover is staggered to maintain continuity
• no less than three voting members, no more than seven
• includes a permanent member from the SEI
• terms typically run from January 1 – April 30 following year
Chair Responsibilities

Plan and oversee the Humphrey Award process
- Define the meeting schedule
- Provide advanced notification of agenda, time, and place
- Obtain, prepare, and distribute meeting materials for review in advance
- Facilitate meetings
- Ensure meeting notes are kept, and action items are tracked to closure
- Ensure all award activities are completed and are consistent with governance documents
- Non-voting member but responsible for bringing the subcommittee to consensus

Liaison to IEEE Awards committee and SEI

Serves on IEEE Awards committee

Support award winners
- plan, schedule, and implement award bestowal ceremony
- bestow award to winner
- mentor the award recipient with the development of the conference presentation and technical report

Serve as an active member of the subcommittee
Vice-chair Responsibilities

This position is required by the IEEE Awards Handbook to ensure that the IEEE Awards committee maintains a quorum at all times.

Responsibilities

- Serves as Chair in the Chair’s absence
- Serve as an active and voting member of the subcommittee
Member Responsibilities

Maintain good standing on the subcommittee
- Adequately prepare for, attend, and actively participate in scheduled meetings (as geographically possible)
- Respond to actions and execute assignments in a timely manner
- Exercise extreme caution to maintain confidentiality in deliberations, including the identity of nominees. (See Handbook section 2.5 confidentiality)
- Identify potential conflicts of interest with a nominator or nominee. (See Handbook 2.6 for conflicts of interest)

Actively support the Humphrey Award process
- Solicit nominations via conferences, trade shows, publications, and personal contacts
- Mentor nomination submissions
- Evaluate nomination packets and prepare evaluation for each submission
- Assisting in interviewing all award finalists
- Help to draft and review Award Recommendation report

Continuously improve the Humphrey Award process
- Compile lessons learned and process improvement ideas
- Suggest new subcommittee members
Humphrey Award Coordinator Responsibilities

Planning and tracking support
• Maintain project schedule for chair and subcommittee
• Monitor nomination submissions and distribute to the subcommittee
• Work with chair and subcommittee during the award review cycle to keep the processes moving forward and help them come to consensus on the submitted nomination packages
• Provide guidance and support during the final reporting process to nominees and/or the award winner(s)

Communications support
• Coordinate the development of public relations and outreach materials
• Put communication and outreach plan into effect during the nomination period

Administrative support
• Maintain award pages on SEI website to ensure consistency with IEEE website
• Act as SharePoint administrator for subcommittee
Contact Information

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Humphrey Award Chair  
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