

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

## Process Overview

2023 Award Year

Software Engineering Institute  
Carnegie Mellon University  
Pittsburgh, PA 15213



# Document Markings – DRAFT (to be updated)

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# 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

	Date
Committee Forms	January 2022
Solicitation	Jan.-Aug. 2022
<b>Nomination Due</b>	<b>September 1, 2022</b>
Evaluation	Sept-Oct. 2022
Approval	Nov. –Dec. 2022
Announcement	Jan. 2023
Award Bestowal	Spring 2023

# Award Process

Every Year			Optional (if there is a winner)		
	Solicitation	Evaluation	Approval	Announcement	Award
Activities	<ul style="list-style-type: none"> <li>• Orientation &amp; Kickoff meeting</li> <li>• Create PR and outreach plan</li> <li>• Create marketing materials</li> <li>• Checkpoint meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Screen nominations – minor resubmit, major – invite for future submission</li> <li>• Review accepted nomination packets                             <ul style="list-style-type: none"> <li>• additional info</li> <li>• teleconferences</li> <li>• on-site interviews</li> </ul> </li> <li>• Reach consensus and document recommendations</li> </ul>	<ul style="list-style-type: none"> <li>• IEEE approval</li> <li>• SEI approval</li> <li>• Determine award bestowal ceremony</li> <li>• Compile lessons learned</li> <li>• Seat subcommittee for following Award year including Chair if necessary</li> </ul>	<ul style="list-style-type: none"> <li>• Write news articles and press releases</li> <li>• Mentor recipient(s) with conference presentation and report</li> </ul>	<ul style="list-style-type: none"> <li>• Mentor recipient(s) with webinar presentation and report</li> <li>• Obtain cash award and plaque</li> <li>• Bestow award at the IEEE Award Ceremony</li> </ul>
Materials	<ul style="list-style-type: none"> <li>• Call for Nominations postcard</li> <li>• Ad for publications</li> <li>• SEI News article</li> <li>• PR &amp; Outreach plan</li> <li>• Nomination packets</li> <li>• Written acknowledgement of nomination packet</li> </ul>	<ul style="list-style-type: none"> <li>• Nomination packets</li> <li>• Evaluation template</li> <li>• Completed evaluations</li> <li>• Subcommittee recommendation report</li> </ul>	<ul style="list-style-type: none"> <li>• Subcommittee recommendation report</li> <li>• Formal response to all nominees</li> <li>• Updated award process and orientation materials</li> </ul>	<ul style="list-style-type: none"> <li>• Press release/news article</li> </ul>	<ul style="list-style-type: none"> <li>• Award plaque</li> <li>• Webinar presentation</li> <li>• Award recipient report template</li> <li>• Award recipient report</li> </ul>

# Award Description

The award is fully described on the [IEEE](#) and the [SEI](#) 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

Role	Responsibilities
IEEE Awards Committee	Final approval authority <ul style="list-style-type: none"><li>• approves award recipient(s)</li><li>• approves subcommittee chair nomination</li></ul>
SEI Approvers	Final approval authority <ul style="list-style-type: none"><li>• approves award recipient(s)</li><li>• approves subcommittee chair nomination</li></ul>
Humphrey Award Subcommittee	Standing subcommittee <ul style="list-style-type: none"><li>• actively solicits nominations</li><li>• evaluates nominees</li><li>• recommends winners, list non-winners</li><li>• award announcement, presentation, and documentation</li></ul>



# 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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