

Open Wallet Foundation (OWF) *Project XYZ* is managed under an open governance model as described in the OWF charter. *Project XYZ* is led by a technical steering committee (TSC). More information on this technical steering committee, including the current members, can be found in the TSC.md file. Given the mission of the OWF there are potential relationships and dependencies between projects and a duty of care in terms of reporting and communications to maintain effective management of dependencies. This also includes reporting into OWF for overall foundation management and reporting.

Technical Steering Committee

Upon project creation, the maintainers of *Project XYZ* will appoint N members of the TSC, as well as explain why each member was appointed. TSC members should be diverse. Not all members should be from the same company.

The responsibilities of the TSC will include the following:

- Approving new maintainers (see below for more information on maintainers).
- Approving new releases (again, see below). NOTE: this assumes a periodic and not a continuous release schedule.
- Approving feature/enhancement protocols (see below). In other words, the TSC is responsible for approving “major changes” to the codebase.
- Approving and modifying governance documents, including this one.
- The TSC will host periodic meetings (weekly, biweekly, or monthly) that are open to the public, with a well-stated agenda, and operate in an open and transparent manner.

All approvals will require more than $(N/2)$ votes from TSC members.

Maintainers

Maintainers are the backbone of any project, and *Project XYZ* is no exception. The maintainers are responsible for reviewing and merging all patches submitted for review, and they guide the overall technical direction of the project within the guidelines established by the OpenWallet Foundation Technical Oversight Committee (TOC) and the *Project XYZ* Technical Steering Committee (TSC).

Becoming a Maintainer

The project’s TSC will, from time-to-time, consider adding or removing a maintainer. Contributors may nominate themselves to a maintainer position by submitting a change set to the MAINTAINERS.md file. A nominated contributor may become a maintainer by approval of the TSC. Once approved, the change set is then merged and the individual is added to (or alternatively, removed from) the maintainers group.

Maintainers may be removed by explicit resignation, for prolonged inactivity (3 or more months), or for some infraction of the code of conduct or by consistently demonstrating poor judgment. A maintainer removed for inactivity should be restored following a sustained resumption of contributions and reviews (a month or more) demonstrating a renewed commitment to the project. We require that maintainers that will be temporarily inactive do so “gracefully” and

update other maintainers on their status and time availability rather than appearing to “fall off the face of the earth.”

Releases

The TSC may decide to create a release of *Project XYZ*, or delegate permission to maintainers. Any broader rules of the OWF pertaining to releases must be followed. Once the project is mature, there will be a stable LTS (long term support) release branch, as well as the main branch for upcoming new features.

NOTE: this is again assuming periodic releases. Something different will need to be done if the project decides to use a continuous release process.

Making Feature/Enhancement Proposals

Code changes that are either bug fixes, direct and small improvements, or things that are on the roadmap (see below) can be issued as PRs in a relatively quick time period, although we recommend creating a Github issue to track even bugs and small improvements. We require a simple approval process from maintainers for these. For instance, a standard “2 + 1” approval policy could be used, where, in summary, 2 maintainers (who cannot be the maintainer that proposed code) are required for approval.

For more substantial changes, however, a feature/enhancement proposal is required. These must be approved by a majority vote of the *Project XYZ* TSC.

In particular, all contributors to the project should have enough time to voice an opinion on feature/enhancement proposals before they are accepted. So the TSC will determine some “comment period” between proposal submission and acceptance so that contributors have enough time to voice their opinions. In particular, controversial feature enhancements should be discussed during the periodic TSC meetings.

Significant changes can be marked as such via the predefined label with the same name. This is a tool that helps maintainers identify the most important issues/discussions to be had at any given time through the GitHub web interface.

Approving Pull Requests

Maintainers designated for review are required to review PRs in a timely manner (all circumstances considered, of course). Any pull request must be reviewed and approved by at least two maintainers, and if a PR is submitted by a maintainer, these two reviewers must be different from the original submitter.

We emphasize that feature/enhancement proposals must be approved by a majority of the TSC and fall into their own category.

TSC Meeting

The TSC will hold regular meetings, which are open to everyone. The purpose of these meetings is to plan for and review the progress of the project and to discuss the technical and operational direction of the project.

These meetings will be recorded and documented.

One point to mention about meetings is that new feature/enhancement proposals as described above should be presented at a TSC meeting for consideration, feedback, and acceptance.

Roadmap

Project XYZ maintainers are required to maintain a roadmap. There is a technical roadmap, with all of the issues as they directly relate to code, and a more public-friendly roadmap that anyone can digest.

The required features to be implemented will be maintained as issues at the official GitHub repository with tag string 'for current release' or 'for future release'.

The task which has no volunteers to work, will be dispatched to specific contributors following consensus among the majority of maintainers.

The technical roadmap is implicitly derived from the Github "milestones" feature.

OWF progress tracking and momentum management

The OpenWallet Foundation needs to monitor, track, and support projects and the interdependencies between projects and the delivery roadmaps. The TSC has a duty of care for the wider foundation and support of other projects they are potentially dependent on or vice versa.

- Clear evidence of dependency understanding across projects
- Contribution to architecture SIG discussions and proposals where design choices are required that could affect other downstream or upstream components or service.
- Participate and share insights at the TAC to ensure better foundation cohesion

Communications

Project XYZ uses the email list for long-form communications and Discord for short, informal announcements and other communications. We encourage all communication, whenever possible, to be public and in the clear (i.e. rather than sending an email directly to a person or two, send it out to the whole list if it pertains to the project). TSC members and maintainers are expected to be active and responsive on the official project communication channels.

Future Changes

The governance of *Project XYZ* may change as the project evolves. We emphasize that this document is intended to be "living" and will be updated periodically.

Changes to this document require approval from a majority of the TSC members.

Attribution

This document borrows from the CNCF Kubernetes, Hyperledger Fabric, and Hyperledger Cacti governance documents, although there are substantial changes from these documents.