

Review and update process of Knowledge Guides (KGs) and Topic Guides (TGs)

Introduction

This document defines the processes to be followed by the CyBOK project in all aspects of the maintenance and update of the Knowledge Guides and Topic Guides (collectively referred to as Guides) associated with the Cyber Security Body of Knowledge. This specifically includes editorial and major revisions to current Guides. The process will also cover version control management.

1. Sources of change

It is anticipated that there will be three main sources of change:

The original author: authors of an existing Guide may wish to have the opportunity to update it with updated information.

Internal: project team, editor or Steering Committee.

Community comments: submitted as a change request. The Executive Board can decide to prompt the community to discuss a particular Guide if it considers this is timely.

Formal, written change requests will be submitted in each case. The change request should contain further detail and the rationale for the change to be considered.

2. Change triage

The Executive Board will triage all comments received regarding the update of existing Guides. These changes will be reviewed informally via email exchange and will be a standing agenda item on the fortnightly Executive Board progress meetings. The potential outcomes from the triage process are:

No change.

Scope refinement of change: the scale of change is not clear, and further detail is needed to be scoped before a decision can be made. Once formally scoped by one member of the Executive Board, it will be reviewed again by the Executive Board.

Deferral: insufficient resources currently available.

Editorial change: a small correction, such as reference, spelling or minor factual error, or minor addition or correction of material which does not required the attention of an expert author and can be managed by the editor.

Major change: any change that modifies the content or topic structure of the document e.g., a new section or case study, requiring the attention of an expert author.

The Steering Committee will be provided with a brief summary of the change requests and triage to allow comment on the operation of the process (as distinct from any specific change proposal). As part of the triage process the Executive Board can exceptionally determine that a change request is urgent and should be actioned immediately and the updated document should be published the next day.

3. Outcomes from change requests

The two outcomes from change requests are Editorial Change or Major Change.

Editorial change

As these are small corrections only, not requiring the attention of expert authors, the change(s) will be implemented directly by the Guide editors as a Guide revision.

Major change

Executive Board approval will be required for all proposed changes that modify the topic structure of a Guide document. The Executive Board may invite additional expert advice as appropriate.

The Executive Board can request that the refinement of change needs further scoping and should be passed through the review process again. Alternatively, the Executive Board will determine that the change can be made and should be implemented by the editor and author resulting in a significant Guide revision.

For each major change, a possibility of a TG/KG becoming a KA should be considered. If it is decided positively, then the KA review and update policy should apply.

4. Guide revision

For Major changes, the Executive Board will consider if the original author should be approached to implement the change or if a new coauthor should be sought.



The Executive Board will also determine if the Guide revision warrants a technical review. Potential new authors and reviewers will be discussed and agreed by the Executive Board.

5. Version control management

Individual Guides will have a 3-element version number (e.g. x.y.z):

1st element: the Guide structure (increment on a new Guide or a completely rewritten Guide)

2nd element: the topic structure (increment if topics are added or removed from within Guides)

3rd element: detail (increment on any change within the Guide)

Guide revisions and new Guides will usually be planned to be batched and released every 3 months.

An update in the version number of a Guide is independent of the version number of any other Guide and of the CyBOK.