



Architecture Tradeoff Analysis Method (“ATAM”) Product Suite: Procedures

This web page documents the procedures to be followed by SEI Partners for the delivery of ATAM services under applicable ATAM Product Suite License Agreements with the Carnegie Mellon University Software Engineering Institute as described in the License Specifications. The contents of this web page are included by reference in any ATAM Product Suite License Agreement.

For information on becoming an SEI Partner, please visit <http://www.sei.cmu.edu/partners/>.

A. Initial Qualification Process

Details for the qualification process are listed at the web pages appearing below.

1. Initial Individual Qualification and Maintenance

i. SEI-Certified ATAM Leader

<http://www.sei.cmu.edu/certification/architecture/atam/>

2. Sponsorship

i. Sponsorship Form

Agreement Partner shall provide confirmation of candidate sponsorship of SEI-Certified ATAM Leader candidates to the SEI by submitting the sponsorship form located at <http://www.sei.cmu.edu/partners/resources/forms/>.

B. Delivering ATAM Product Suite for ATAM Services

1. General

i. Duplication, Distribution, and Updating of ATAM Product Suite Materials for ATAM Services

a. Accessing Materials from SEI

The SEI shall provide electronic access to the ATAM Product Suite materials for ATAM services to the Agreement Partner business point of contact upon sponsorship of their first SEI-Certified ATAM Leader. Where electronic copies are not available, hard copies will be provided.

The SEI shall provide the ATAM Product Suite materials for ATAM services to the SEI-Certified ATAM Leader sponsored by the Agreement Partner upon their certification.



b. 3rd Party Duplication

Agreement Partner may make hard copies of ATAM Product Suite materials for ATAM services to ATAM Leaders to conduct the ATAM services. Agreement Partner shall not provide any electronic materials to its clients or customers. Agreement Partner may engage a third party to reproduce such materials as long as 1) the number of copies produced is limited to one copy of the materials per ATAM Team Member, and 2) any copies produced are distributed exclusively to ATAM Team Members.

c. Packaging of Materials

Agreement Partner shall package ATAM Product Suite materials for ATAM services in Agreement Partner-provided packaging with appropriate tabs and labeling.

d. Change Management

SEI shall own and maintain all ATAM Product Suite materials for ATAM services. Agreement Partner and its ATAM Leaders are encouraged to submit change requests to the SEI for review.

ii. Usage of Translated Materials

The authoritative source of the ATAM Product Suite materials for ATAM services shall be that written in the English language. Unless an SEI-sanctioned translation of the ATAM Product Suite materials for ATAM services is made available by the SEI, Agreement Partner and SEI-Certified ATAM Leaders are required to use the authoritative source in the delivery of the ATAM Product Suite. Agreement Partner may, however, use the ATAM Product Suite materials for ATAM services to create unofficial translations only as long as the SEI has not released an SEI-sanctioned translation in the language of the unofficial translation and if Agreement Partner provides: 1) advance written notification to the SEI of Agreement Partner's intent to create an unofficial translation; 2) a copy of the English language version of the same materials to ATAM Team Members; 3) a copy of the unofficial translation is provided in electronic format to the SEI for posting in a ATAM services resource library; and 4) the following notices and disclaimers are displayed on the unofficial translations:

- “This translation of Carnegie Mellon University copyrighted material is not an SEI-sanctioned translation.
- “This unofficial translation of materials for ATAM Product Suite for ATAM services was prepared by [insert name of Agreement Partner] under license and special permission by the Software Engineering Institute.
- “Neither Carnegie Mellon University nor the Software Engineering Institute directly or indirectly endorses this unofficial translation. Accuracy and interpretation of this translation are the responsibility of [insert name of Agreement Partner]. The SEI has not participated in this translation.



- “Materials for ATAM Product Suite for ATAM services are copyrighted materials of Carnegie Mellon University.
- “This unofficial translation may be used only as long as SEI has not released an SEI-sanctioned translation in the language of the unofficial translation.”

Except for unofficial translations of materials for ATAM Product Suite for ATAM services, Agreement Partner is not permitted to develop or distribute unofficial translations of the ATAM Product Suite. If an SEI-sanctioned translation does not exist, an SEI-Certified ATAM Leader or an independent translator may orally translate the materials as long as the English language version of the ATAM services materials is distributed to ATAM Team Members.

iii. SEI Support

SEI support to Agreement Partner includes the following additional activities:

- Review of ATAM Quality Control Report returned to the SEI by Agreement Partner and SEI-Certified ATAM Leaders and feedback as necessary.
- Phone and email support for SEI-Certified ATAM Leaders.
- Annual meeting with Agreement Partner at SEI-selected location to review status and performance data, share experience, and recommend changes.
- Maintenance of ATAM Product Suite materials and distribution of updates.
- Listing of Agreement Partner and its SEI-Certified ATAM Leaders in the SEI Partner Directory.
- Review of Agreement Partner’s and SEI-Certified ATAM Leaders’ requests for changes to ATAM materials.

2. Conducting ATAM Product Suite for ATAM Services

i. Altering ATAM Product Suite for ATAM Services

Agreement Partner may alter the ATAM Product Suite materials for ATAM services only to make minor grammatical corrections or to change spelling to accommodate regional style (such as changing “center” to “centre”). Except for such minor grammatical corrections and regional style accommodations, no other changes are allowed without prior written consent from the SEI.

Agreement Partner may add supplementary, Agreement Partner-provided, material clearly designated as such. Supplementary material shall not a) be used to replace SEI-supplied material for the case study version or b) contain the SEI logo and/or copyright notices.



All SEI-originated materials (printed or otherwise) that are distributed to ATAM Team Members, clients, prospects, and others, must incorporate

1. the SEI logo,
2. the Carnegie Mellon University copyright notice (“Copyright © 20__ by Carnegie Mellon University”), and
3. any related Carnegie Mellon University service or trademarks that appeared on the materials as provided by the SEI.

No other markings that would distinguish such materials from the same items provided by the SEI itself are permitted.

F. Data Submission Requirements

1. Data Submission for ATAM Quality Control Report

Within 30 days of the completion of any ATAM service delivered under an ATAM Product Suite License Agreement, Agreement Partner shall ensure that a completed ATAM Quality Control Report is submitted to the SEI at Certification-Info@sei.cmu.edu.

G. Quality Assurance

1. Pre-Audit Remediation

The SEI reserves the right to require remedial work for SEI-Certified ATAM Leaders at either or both of the training course or the observation/mentoring stages. Any remedial work for Certification Candidates assigned by the SEI must be satisfactorily completed within three months unless otherwise stipulated by the SEI. Any additional SEI support for remedial work will be billed in accordance with ATAM Product Suite: Prices at <http://www.sei.cmu.edu/partners/upload/atamPrices.pdf>.

2. Quality Review and Audit for ATAM Services Delivery

ATAM Quality Control Reports will be reviewed to evaluate the quality of ATAM delivery.

The SEI may perform random reviews of Agreement Partner-delivered ATAM services at the discretion of the SEI. The SEI shall notify the Agreement Partner if an on-site review will be performed and schedule with the Agreement Partner a time for such review to occur. Agreement Partner shall not be responsible for any expenses incurred by SEI in performing an on-site review. After an on-site review, the SEI shall provide a written evaluation to Agreement Partner, which may include an action and mitigation plan. The SEI may perform subsequent random reviews as the SEI deems necessary.

The SEI may provide an action and mitigation plan for Agreement Partner’s SEI-Certified ATAM Leader. If the action and mitigation plan indicates that an additional SEI simulation is



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required, Agreement Partner shall be responsible for any expenses incurred by SEI performing such simulation.