

# NCS UDS Modules Task Team Charge – Version 5

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## **Purpose:**

The purpose of the *NCS Uniform Drawing System Modules Task Team* (UDSMTT) is to develop, maintain, and oversee the Construction Specifications Institute's (CSI) *Uniform Drawing System*<sup>™</sup> (UDS) as part of the *United States National CAD Standard*<sup>®</sup> (NCS) for Architecture, Engineering, and Construction.

## **Responsibilities:**

- A. Assist the *NCS Steering Committee* to identify potential members of the UDSMTT.
- B. Serve as the *NCS Program Committee's* (NCSPC) primary resource for issues related to the UDS.
- C. Distribute the UDSMTT Charge, as appropriate, prior to the beginning of each NCS Revision Cycle.
- D. Maintain, update, and distribute the following documents, as appropriate, in accordance with the *NCSPC Rules of Governance*:
  1. UDSMTT Membership Application Form
  2. UDS Modules Ballot Item Submittal Form
- E. Schedule and conduct meetings in accordance with the *NCSPC Rules of Governance* and as necessary to perform duties.
- F. Perform the following duties related to ballot item submittals:
  1. Administrate ballot item submittals related to the UDS modules in accordance with the *NCSPC Rules of Governance*.
  2. Review ballot items for compatibility and coordination with other NCS components, as applicable, to ensure consistency between each of the NCS components.
  3. Review ballot items for consistency with other CSI publications including, but not limited to, the *Project Resource Manual*<sup>™</sup>, *MasterFormat*<sup>™</sup>, *UniFormat*<sup>™</sup>, *SectionFormat*<sup>™</sup>, and *PageFormat*<sup>™</sup>.
  4. Submit for NCS ballot and acceptance, as appropriate, UDS revisions emanating from updates or revisions to NCS components.
  5. Submit for NCS ballot and acceptance, as appropriate, UDS revisions emanating from updates or revisions to NCS resources such as *Project Resource Manual*<sup>™</sup>, *MasterFormat*<sup>™</sup>, *UniFormat*<sup>™</sup>, *SectionFormat*<sup>™</sup>, and *PageFormat*<sup>™</sup>.
  6. Submit for NCS ballot and acceptance, as appropriate, UDS revisions deemed necessary.
- G. Review electronic version of symbols delivered with the *United States National CAD Standard*<sup>®</sup> (NCS) V4.0 and determine further cleanup/modification efforts per Steering Committee NCS V4.0 Symbol Blocks Scope of Work date August 15, 2008.
- H. Communicate with the *NCS Steering Committee* and NCSPC members in accordance with the *NCSPC Rules of Governance* and as appropriate to keep them aware of UDSMTT activities.
- I. Coordinate efforts with CSI's *UDS Program Task Team* (UDSPTT) as follows:
  1. Notify the UDSPTT of UDS-related ballot item submittals.
  2. Request an opinion from the UDSPTT for each UDS-related ballot item submittal.
  3. Notify the UDSPTT of UDS-related ballot items approved for inclusion on the compiled ballot.
  4. Notify the UDSPTT of UDS-related ballot items approved by the NCSPC for incorporation into the NCS.

5. Serve as a resource to the UDSPTT during their efforts to update and republish the UDS modules.

- J. Coordinate UDS-related issues and activities with other NCS task teams, as appropriate.
- K. Maintain and distribute records in accordance with the *NCSPC Rules of Governance*.

***Deliverables:***

- A. UDS Modules Task Team Charge.
- B. UDS Modules Task Team Ballot Item Submittal Form.