



TLP:CLEAR

FIRST SIG Planning Checklist

Version 2025

The SIG checklist is required for any proposed new SIG. Please complete and submit this form and attach it as a PDF to a new issue for the [FIRST Secretariat](#). Once submitted – the Board reviews/approves requests monthly.

Proposed Charter for: Full name:

Preferred Abbreviation / Short-name:

Submitted by:

Date:

Mission (required)

Briefly state the reason for chartering this subgroup in general terms (what problem are you trying to solve)?

Goals & Deliverables

Describe the goals and deliverables of what you hope to accomplish in the next year (please explain if a longer approach is needed).

Initial Chairperson(s) and Members

Chairperson(s) and Team Affiliation (needs to be a FIRST member or liaison)

Please list anyone that has already shown interest in participating and their email. The SIG Coordinator will also assist with a call for participants to the teams list once the SIG is approved.

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Budget

Please list any funding that might be needed to support SIG activities. If you don't know an amount (\$) – simply list the item or activity and the Secretariat will help estimate the budget.

[Item/Activity]

[Estimated Amount (if known)]

Infrastructure

Please use a checkbox to indicate your infrastructure needs:

Mailing List Slack Channel Wiki Space (Confluence) Zoom Meetings
Git Repo (Private / Public) specify name:
Sub-group(s) *For specific efforts / working groups in the SIG,
sub-group names:

Other (please specify):

Meetings Detail

How often do you plan to meet in person?

At the Annual Conference (if known, please specify meeting time/space needed
example: 1 room for 2 hours):

If other in-person meetings are planned, please list event or date:

How often do you plan to meet virtually (Zoom)?

Weekly Monthly Quarterly Other:

Other comments: