LF AI & Data Foundation Project Lifecycle Document

Introduction

This document is maintained by the Technical Advisory Council ("TAC") of the LF AI & Data Foundation ("LF AI & Data"), and has been approved by both the TAC and the Governing Board of LF AI & Data ("Governing Board"). This document and related materials (such as the Project Contribution Proposal, as defined below) may be updated by the affirmative vote of both the TAC and the Governing Board.

This document explains the four lifecycle stages of LF AI & Data projects:
- Sandbox;
- Incubation;
- Graduation; and
- Archive

Projects may apply to join LF AI & Data by completing and submitting the Project Contribution Proposal Template maintained on the LF AI & Data GitHub account (the "Project Contribution Proposal").

A vote of both the TAC and the Governing Board is required for a project to be accepted into LF AI & Data.
- If there are not enough votes for a project to enter at the Incubation stage, then the vote may be retaken for the project to instead join at the Sandbox stage.
- If there are not enough votes for a project to enter at the Graduation level, then the vote may be retaken for the project to instead join at the Incubation stage.
- If an incubation project's request for Graduation did not pass, the project is eligible to re-apply for Graduation after 6 months of the first request.

Sandbox Stage Requirements

This stage is specific to projects that meet one of the following requirements:
- Any project that intends to join LF AI & Data Incubation in the future and wishes to lay the foundations for that.
- New projects that are designed to extend one or more LF AI & Data projects with functionality or interoperability libraries.
- Independent projects that fit the LF AI & Data mission and provide the potential for a novel approach to existing functional areas (or are an attempt to meet an unfulfilled need).

Requirements to apply for Sandbox stage are the following:

- Have an open and documented technical governance.
- Have an OSI-approved license.
- Have its own GitHub organization that includes the following (which you can clone the template repo to provide a framework for):
  - Invite The Linux Foundation @thelinuxfoundation as a co-owner of the GitHub org.
  - Enablement of two-factor authentication.
  - A LICENSE file to every repo.
  - A README file welcoming new community members to the project and explaining why the project is useful and how to get started.
  - A CONTRIBUTING file explaining to other developers and your community of users how to contribute to the project. The file should explain what types of contributions are needed and how the process works.
  - A CODEOWNERS or COMMITTERS file to define individuals or teams that are responsible for code in a repository; document current project owners and current and emeritus committers.
  - A CODE_OF_CONDUCT file that sets the ground rules for participants' behavior associated and helps to facilitate a friendly, welcoming environment. By default projects should leverage the Linux Foundation Code of Conduct unless an alternate Code of Conduct is approved prior.A RELEASE file that provides documentation on the release methodology, cadence, criteria, etc.
  - A GOVERNANCE file that documents the project's technical governance.
  - A SUPPORT file to let users and developers know about ways to get help with your project.
  - Enablement of the GitHub DCO app: https://github.com/apps/dco
- Have achieved and maintained a Core Infrastructure Initiative Best Practices Passing Badge.
- Submit a completed Project Contribution Proposal via a GitHub pull request to https://github.com/lfai/proposing-projects/tree/master/proposals.
- Identify who on the project will be handling security issues (could be a team). The LF AI & Data team will set up a mailing list to receive and discuss security vulnerability reporting.
- The founders of the project will approve the Technical Charter and execute the Project Contribution Agreement in which they agree to transfer any relevant trademarks and project accounts to The Linux Foundation or its affiliate, LF Projects, LLC, and to assist in filing for any relevant unregistered trademarks.
- Be deemed by the TAC and Governing Board to add value to the artificial intelligence, data and analytics space and to fall within the mission and scope of LF AI & Data.
- Receive the affirmative vote of the TAC.

Incubation Stage Requirements

To be accepted into the Incubation stage, a project must meet all the requirements of the Sandbox stage plus:

- Have at least two organizations actively contributing to the project.
- Have a defined Technical Steering Committee (TSC) with a chairperson identified, with open and transparent communication.
- Have a sponsor who is an existing LF AI & Data member. Alternatively, a new organization would join LF AI & Data and sponsor the project's incubation application.
- Have at least 300 stars on GitHub; this is an existing requirement for a project to be listed on the LF AI & Data landscape.
- Have achieved and maintained a Core Infrastructure Initiative <u>Best Practices Silver Badge</u>.
- In addition to the affirmative vote of the TAC, incubation stage projects also require the affirmative vote of the Governing Board.

Graduation Stage Requirements

To be accepted into the Graduation stage, a project must meet the Incubation stage requirements plus:

- Have a healthy number of code contributions coming from at least five organizations.
- Have reached a minimum of 1000 stars on GitHub.
- Have achieved and maintained a Core Infrastructure Initiative <u>Best Practices Gold Badge</u>.
- Have demonstrated a substantial ongoing flow of commits and merged contributions for the past 12 months*.
- Receive the affirmative vote of two-thirds of the TAC and the affirmative vote of the Governing Board.
- Have completed at least one collaboration with another LF AI & Data hosted project
- Have a technical lead appointed for representation of the project on the LF AI & Data Technical Advisory Council.

*Since these metrics can vary significantly depending on the type, scope and size of a project, the TAC has final judgment over the level of activity that is adequate to meet these criteria.

Project Benefits Associated with Each Lifecycle Stage

Benefits for Sandbox Stage Projects

Sandbox stage projects are eligible to receive the following benefits:
- Neutral hosting of the project's trademark and assets by LF AI & Data.
- LF AI & Data blog post or similar announcing the hosting of the project in the Foundation.
- Right to refer to the project as a "LF AI & Data Foundation Project," with the right, subject to applicable trademark usage guidelines, to display the LF AI & Data logo on the project's code repository.
- An initial and regularly scheduled license scan of the project's codebase with results reported to the project's mailing list.
- Basic infrastructure support that includes mailing lists, wiki space, slack channel, etc.
- Basic marketing, communication, and PR support, limited to major announcements.
- Access to Foundation staff who are eager to help and support the project

Benefits for Incubation Stage Projects

Incubation stage projects are eligible to receive all the benefits of the Sandbox stage projects plus:
- Appointment of an existing TAC member by the TAC that will act as a sponsor of the project and provide recommendations regarding governance best practices.
- Help creating the project's artwork, website and other required creative work.
- Advanced marketing/communication/PR support that includes project promotion via blog posts, social media and LF AI & Data web site; support with white papers and posters, and any type of materking collateral designated to promote the project.
- Zoom bridge to be used by the project's technical steering committee.
- Basic events support and promotion.

Benefits For Graduation Stage Projects

Graduation stage projects are eligible to receive all the benefits of Incubation stage projects plus:
- Graduation stage projects will constitute "Technical Projects" under the LF AI & Data Charter and may receive support as determined by the Governing Board.
- LF AI & Data blog announcement or similar announcing the graduation of the project including promotion activities.
- Graduation stage projects gain a voting seat on the TAC.
- Advanced events support and promotion that includes event website, registration, support with sponsors, logistics, etc.

- Advanced IT infrastructure support (pending board approval).
- Additional ecosystem development opportunities, such as conformance programs (pending board approval).

Archive Stage Projects

Open source projects have a lifecycle and there are times that projects become inactive due to a variety of reasons. There are also cases where a project may no longer want to be supported by the TAC, or the TAC may no longer wish to recommend the use of a project.

To archive a project:
- A proposal must be put forth to the TAC
- The proposal must remain open for at least 2 weeks of discussion
- A vote must be finalized with 2/3 approval from the TAC

What does archiving for an LF AI & Data project mean?
- LF AI & Data will no longer provide support for the project
- LF AI & Data will list archived projects online
- Trademarks and domain names of archived projects are still hosted by the LF AI & Data and the Linux Foundation
- LF AI & Data can provide services such as documentation updates to help transition users.
- Other LF AI & Data marketing activities will no longer be provided for the project

Reactivating an Archived Project
Any project can be reactivated into LF AI & Data by following the normal project proposal.

Annual Review

The TAC will undertake an annual review of all LF AI & Data projects. This annual review will include an assessment as to whether projects in Sandbox and Incubation are making adequate progress towards the Graduation stage; and that projects in the Graduation stage are maintaining positive growth and adoption Any project may be moved to Archive stage by affirmative vote of the TAC, provided, that in the case of any Graduation stage project both of the following conditions must be met: (a) the affirmative vote of the TAC must be of at least two-thirds of the TAC and (b) the transition to Archive stage must also be approved by the affirmative vote of the Governing Board.

Feedback

To provide feedback on this document please email info@lfaidata.foundation or by subscribing to the TAC mailing list and sending an email directly to the list.