

TMMi

Data Submission Requirements

(DSR)

Version 1.0

Produced by the TMMi Foundation

Editor: Andrew Goslin

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1 Executive Summary

1.1 Overview

1.1.1 Synopsis

- 1.1.1.1 The TMMi Data Submission Requirements (DSR) provides specific requirements for the submission of assessment results data and assessor activity data to the TMMi Foundation for:
- Submission of sanitized data each time a Formal Assessment is undertaken by an accredited assessment provider
 - Assessor and Lead Assessor participation and performance during assessments
- 1.1.1.2 Assessment teams are required to maintain data on assessment activities, performance evaluations etc as part of the ongoing record to attain/retain accreditation status.
- 1.1.1.3 Assessment teams are required to notify the TMMi Foundation of impending formal assessments and submit data for Formal Assessments to the TMMi Foundation.
- 1.1.1.4 These requirements stipulate the specific data to be submitted to:
- Ensure consistency and completeness of the data submitted (both in support of assessor resource accreditation and assessment data items)
 - Enable data to be managed and maintained cost effectively
 - Enable the TMMi Foundation to complete analysis and research in line with its objectives and goals
 - Enable the TMMi Foundation to improve its products and services, including the TMMi reference model, TAMAR etc
 - Enable the TMMi Foundation to publish anonymous information (including market trends) of interest to the testing community and those purchasing test services
 - Enable the Foundation to verify formal assessment ratings resulting from accredited assessment provider's assessments
- 1.1.1.5 This document should read in conjunction with the:
- Test Maturity Model Integration [TMMi]
 - TMMi Assessment Method Application Requirements [TAMAR]
- 1.1.1.6 This document assumes that a TMMi Foundation Accredited Assessment Method is being used by TMMi Foundation Accredited Lead Assessors and Assessors.

1.1.2 Ownership

- 1.1.2.1 The Foundation asserts its ownership of the Test Maturity Model Integration, TMMi Assessment Method Application Requirements and Data Submission Requirements (in this document).

1.2 Scope

1.2.1 Items in scope

- 1.2.1.1 Data gathered for Formal and Informal Assessments
- 1.2.1.2 Data gathered for individual Assessors

1.2.2 Items out of scope

- 1.2.2.1 The TMMi reference model, which describes the test practices expected of compliant organizations
- 1.2.2.2 TAMAR, which describes the requirements for Assessment Methods and completion of assessments
- 1.2.2.3 Discussion of accredited methods and the accreditation process for assessment methods and assessors is not covered
- 1.2.2.4 Change Requests and Issues related to TMMi Foundation materials

1.3 Confidentiality

1.3.1 Assessment and Assessor Information

- 1.3.1.1 All data submitted to the TMMi Foundation will be treated confidentially.
- 1.3.1.2 All data published or otherwise provided for use external by the TMMi Foundation will be anonymous and will be summarized such that the sources of the data cannot be identified or inferred.

1.3.2 Background Organizational Information

- 1.3.2.1 The TMMi Foundation requires certain background information in order to ensure that data may be analyzed anonymously and summarized meaningfully without identifying the source of the data.

1.3.3 Accreditation and Audit Information

- 1.3.3.1 The TMMi Foundation requires certain data items for the purposes of completing its accreditation procedures, auditing and validating data submitted.
- 1.3.3.2 This information will be treated as strictly confidential and will not be used for any other purpose.

1.4 Utilization of this Document

1.4.1 Data Gathering Guidance

- 1.4.1.1 Formal and Informal Assessment data should be recorded and archived in accordance with TAMAR.
- 1.4.1.2 It is the responsibility of individual Lead Assessors and Assessors to gather the data for submission to the Foundation, as required.
- 1.4.1.3 Assessment data is required for the purposes of:
 - Enabling the TMMi Foundation to establish test maturity baselines and trends
 - Enabling the renewal of accreditation, providing demonstrable evidence of each assessment which has been completed
 - Enabling the TMMi Foundation to audit assessment data submissions
- 1.4.1.4 Assessor performance data is required for the purposes of:
 - Enabling the TMMi Foundation to establish assessor performance baselines and trends
 - Enabling the renewal of accreditation, providing demonstrable evidence of each assessment which has been completed
 - Enabling the TMMi Foundation to audit assessor data submissions

1.4.2 How to use DSR

- 1.4.2.1 Section 2.2 contains requirements for submission of assessment data gathered to establish an organization's compliance with the TMMi reference model [TMMi] during Formal Assessments
- 1.4.2.2 Section 2.3 contains requirements for submission of basic data for Informal Assessments
- 1.4.2.3 Sections 3.1 and 3.2 contain requirements for submission of assessor performance data for Lead Assessors and Assessors
- 1.4.2.4 Data submitted must comply with each of these respective requirements in order for such data to be accepted by the TMMi Foundation.
- 1.4.2.5 Section 4 provides a standard list of Industry Codes to be used when identifying the type of organization assessed
- 1.4.2.6 Section 5 provides a standard list of Country Codes to be used when identifying the geographical location of organization unit being assessed
- 1.4.2.7 Section 6 contains a Glossary of terms

2 Assessment Data Submission Requirements

2.1 Overview

This section details the data recording and submission requirements for assessments. In accordance with TAMAR [TAMAR] it is a requirement to record Assessment data. The data submission requirements are different depending on the type of assessment completed.

The assessment data submission requirements are summarized as follows:

Requirement	Formal Assessments	Informal Assessments
Notification of Assessment	Mandatory	Optional
Data Submission	Mandatory	Optional
Assessment Summary Information	Required	Required
Assessment Type	Required	Required
Assessment Plan	Required	Required
Assessment Results	Formal Ratings	Informal Findings Summary
Assessment Evidence	Required	Not Required
Assessment Scope	Required	Required
Assessment Purpose	Required	Required
Assessment Constraints	Required	Required
Organization Background	Required	Required
Assessment Process Improvement	Optional	Optional

Note: Only one submission is required, depending on the type of assessment.

2.2 Formal Assessment Data Requirements

In accordance with TAMAR [TAMAR] it is a requirement to record Assessment data. The following section details specific information which is required to be recorded and to be submitted to the TMMi Foundation.

Guidance: The assessment data for all Formal Assessments MUST be recorded and submitted to the TMMi Foundation.

2.2.1 Assessment Summary Information

- 2.2.1.1 Date: Record of the start and end date of the Assessment Activity
- 2.2.1.2 Assessment Method: The name and version of the accredited Assessment Method
- 2.2.1.3 Assessment Provider: The name of the Assessment Provider
Note: If this is an internal assessment, please state that the assessment provider as “Internal”
- 2.2.1.4 Assessment Type: State that the assessment is a “Formal” Assessment
- 2.2.1.5 Lead Assessor: The name and assessor number of the Assessment team leader
- 2.2.1.6 Assessors: The names and assessor numbers of the Assessment team members
- 2.2.1.7 Trainees: The names of the trainee assessors taking part in the Assessment

2.2.2 Assessment Plan

- 2.2.2.1 Effort: State the total effort in completing the assessment listing each resource and the effort in each of the following activities: Planning, Evidence Gathering, Evidence Review, Assessment Reporting and Assessor Reporting
- 2.2.2.2 Planning: Summarize the key planning activities and state the overall effort required to complete Planning.
- 2.2.2.3 Evidence Gathering: Summarize the key evidence gathering activities, including interviews, document artifacts and other evidence, detailing:
 - The numbers of interviews, artifacts and other forms of evidence gathered
 - The effort in completing interviews, gathering artifacts and other forms of evidence
- 2.2.2.4 Evidence Review: Summarize the review activities, including the number of review sessions and the effort required to complete Reviews
- 2.2.2.5 Reporting
 - 2.2.2.5.1 Assessment Reporting: Summarize the key Assessment reporting activities and the effort required to complete Assessment Reporting

- 2.2.2.5.2 Assessor Reporting: Summarize the key Assessment reporting activities and the effort required to complete Assessment Reporting

Guidance:

Assessment planning data may be collected from the assessment delivery plan and time sheets completed by the assessment team member(s).

Summarize each of the key activities in 250 words or less.

2.2.3 Formal Assessment Ratings: Levels and Process Areas

- 2.2.3.1 State the assessment ratings for each Level assessed
- 2.2.3.2 For each Process Area state the assessment ratings for:
- 2.2.3.2.1 The Process Area overall
- 2.2.3.2.2 The Specific Goals and Specific Practices
- 2.2.3.2.3 The Generic Goals and Generic Practices
- Note: Depending on the Level assessed, some Generic Goals and Generic Practices may not apply.
- 2.2.3.3 For each Process Area state the evidence gathered, detailing:
- 2.2.3.3.1 The number of Interviews
- 2.2.3.3.2 The number of Artifacts gathered
- 2.2.3.3.3 The format(s) and number(s) of other evidence gathered

Guidance: List the type of additional evidence and the size of the sample of evidence.

E.g.: Pre-Assessment Questionnaire – 23 forms completed

2.2.4 Organizational Background Information

NOTE: The following information will be used for anonymous trend analysis. Refer to 1.3 Confidentiality for more information.

- 2.2.4.1 Industry sector: State the industry sector, which best describes the organization's activities. The Industry Sector code must be selected from the list provided in 4 Industry Sector Codes
- 2.2.4.2 Geographical Area: State the geographical region, where the organization unit's main operations are undertaken. The Country code must be selected from the list provided in 5 Country Codes
- 2.2.4.3 Current turn-over: State the organization unit's current turn-over (if available)
- 2.2.4.4 Employees: State the number of employees of the organization unit (if available)
- 2.2.4.5 Information Technology
- 2.2.4.5.1 State the IT Sourcing Model as either: Internal / Mixed / Outsourced
- 2.2.4.5.2 State the number of employees directly involved in IT Delivery as the main role (if available)
- 2.2.4.5.3 State if the organization unit is a Commercial IT Service Provider: Yes / No

2.2.5 Accreditation and Audit Information

NOTE: The following information will be used for accreditation and audit purposes only. Refer to 1.3 Confidentiality for more information.

- 2.2.5.1 Assessment Sponsor: Identify the assessment sponsor and their relationship to the Organization Unit.
- 2.2.5.2 Organization Unit: Provide the name of the organization and the specific organizational unit being assessed.
- 2.2.5.3 Summary: Summarize the Assessment Sponsor's main objectives and purpose of the Assessment
- Guidance: Summarize the Assessment Sponsor's key objectives in no more than 150 words.*
- 2.2.5.4 Summary: State the key constraints on completion of the Assessment
- Guidance: Summarize the key assessment constraints (if any) in no more than 150 words.*
- 2.2.5.5 Assessment Sample Size: Provide the following details to describe the scope of the assessment, summarizing:
- 2.2.5.5.1 The number of projects reviewed during the assessment
- 2.2.5.5.2 The number of people (including a summary of roles) involved in the projects reviewed during the assessment

Guidance: Summarize the number of people by role no more than 150 words.

2.3 Informal Assessment Data Requirements

In accordance with TAMAR [TAMAR] it is a requirement to record Assessment data. The following section details specific information which is required to be recorded and may be OPTIONALLY submitted to the TMMi Foundation.

NOTE: If this information is not submitted, the Assessor data cannot be submitted and assessment hours cannot be credited for the assessment team participating in the Assessment.

Guidance: The TMMi Foundation does not require informal assessment data to be submitted. However, in order for assessor performance data for participation in informal assessments to be accepted (and the assessment hours to be credited for the purposes of assessor re-accreditation) the Informal Assessment data must be submitted to the TMMi Foundation.

2.3.1 Assessment Summary Information

- 2.3.1.1 Date: Record of the start and end date of the Assessment Activity
- 2.3.1.2 Assessment Method: The name and version of the accredited Assessment Method
- 2.3.1.3 Assessment Provider: The name of the Assessment Provider
If this is an internal assessment, please state that the assessment provider as "Internal"
- 2.3.1.4 Assessment Type: State that the assessment is a "Formal" Assessment
- 2.3.1.5 Lead Assessor: The name and assessor number of the Assessment team leader
- 2.3.1.6 Assessors: The names and assessor numbers of the Assessment team members
- 2.3.1.7 Trainees: The names of the trainee assessors taking part in the Assessment

2.3.2 Assessment Plan

- 2.3.2.1 Effort: State the total effort in completing the assessment listing each resource and the effort in each of the following activities: Planning, Evidence Gathering, Evidence Review, Assessment Reporting and Assessor Reporting
- 2.3.2.2 Planning: Summarize the key planning activities and state the overall effort required to complete Planning.
- 2.3.2.3 Evidence Gathering: Summarize the key evidence gathering activities, including interviews, document artifacts and other evidence, detailing:
 - The numbers of interviews, artifacts and other forms of evidence gathered
 - The effort in completing interviews, gathering artifacts and other forms of evidence
- 2.3.2.4 Evidence Review: Summarize the review activities, including the number of review sessions and the effort required to complete Reviews
- 2.3.2.5 Reporting
 - 2.3.2.5.1 Assessment Reporting: Summarize the key Assessment reporting activities and the effort required to complete Assessment Reporting
 - 2.3.2.5.2 Assessor Reporting: Summarize the key Assessment reporting activities and the effort required to complete Assessment Reporting

Guidance:
Assessment planning data may be collected from the assessment delivery plan and time sheets completed by the assessment team member(s).
Summarize each of the key activities in 250 words or less.

2.3.3 Informal Assessment Findings: Levels and Process Areas

NOTE: In accordance with TAMAR [TAMAR] assessment ratings CANNOT be given for Informal assessments.

- 2.3.3.1 Provide a summary statement for the process areas reviewed for each level, identifying the strongest and weakest process areas.
- 2.3.3.2 For each Process Area state the key strengths and weaknesses of:
 - 2.3.3.2.1 The Process Area overall
 - 2.3.3.2.2 The Specific Goals and Specific Practices
 - 2.3.3.2.3 The Generic Goals and Generic Practices

Guidance: In each case state:
- the 3 most significant strengths (if any) in 100 words or less; and
- the 3 most significant weaknesses (if any) in 100 words or less.

2.3.3.3 For each Process Area state the evidence gathered, detailing:

2.3.3.3.1 The number of Interviews

2.3.3.3.2 The number of Artifacts gathered

2.3.3.3.3 The format(s) and number(s) of other evidence gathered

*Guidance: List the type of additional evidence and the size of the sample of evidence.
E.g.: Pre-Assessment Questionnaire – 23 forms completed*

2.3.4 Organizational Background Information

NOTE: The following information will be used for anonymous trend analysis. Refer to 1.3 Confidentiality for more information.

2.3.4.1 Industry sector: State the industry sector, which best describes the organization's activities. The Industry Sector code must be selected from the list provided in 4 Industry Sector Codes

2.3.4.2 Geographical Area: State the geographical region, where the organization unit's main operations are undertaken. The Country code must be selected from the list provided in 5 Country Codes

2.3.4.3 Current turn-over: State the organization unit's current turn-over (if available)

2.3.4.4 Employees: State the number of employees of the organization unit (if available)

2.3.4.5 Information Technology

2.3.4.5.1 State the IT Sourcing Model as either: Internal / Mixed / Outsourced

2.3.4.5.2 State the number of employees directly involved in IT Delivery as the main role (if available)

2.3.4.5.3 State if the organization unit is a Commercial IT Service Provider: Yes / No

2.3.5 Accreditation and Audit Information

NOTE: The following information will be used for accreditation and audit purposes only. Refer to 1.3 Confidentiality for more information.

2.3.5.1 Assessment Sponsor: Identify the assessment sponsor and their relationship to the Organization Unit.

2.3.5.2 Organization Unit: Provide the name of the organization and the specific organizational unit being assessed.

2.3.5.3 Summary: Summarize the Assessment Sponsor's main objectives and purpose of the Assessment

Guidance: Summarize the Assessment Sponsor's key objectives in no more than 150 words.

2.3.5.4 Summary: State the key constraints on completion of the Assessment

Guidance: Summarize the key assessment constraints (if any) in no more than 150 words.

2.3.5.5 Assessment Sample Size: Provide the following details to describe the scope of the assessment, summarizing:

2.3.5.5.1 The number of projects reviewed during the assessment

2.3.5.5.2 The number of people (including a summary of roles) involved in the projects reviewed during the assessment

Guidance: Summarize the number of people by role no more than 150 words.

3 Assessor Data Submission Requirements

3.1 Assessment Team Leader Data Requirements

This section describes the data to be submitted by the overall assessment team leader, regardless of whether any other accredited Lead Assessors have participated in the assessment.

3.1.1 Assessment Team Leader Details

- 3.1.1.1 Name: Provide the assessor's full name
- 3.1.1.2 Assessor Type: Provide the assessor's current status: Lead Assessor / Assessor¹
- 3.1.1.3 Assessor Identity Number: Provide the assessor's identity number (for accredited assessors only).
- 3.1.1.4 Assessment Method: Provide the details of the assessment method(s) the assessor is accredited to use

Example:

*Assessor Name: Ms Jane Doe
Assessor Type: Lead Assessor
Assessor ID: DXXJ-706810
Assessment Methods: ACE Assessment Method v1.9*

3.1.2 Assessment Summary Information

NOTE: The Assessment Team Leader's data submission must include a copy of the assessment data.

- 3.1.2.1 Date: Record of the start and end date of the Assessment Activity
- 3.1.2.2 Assessment Method: The name and version of the accredited Assessment Method
- 3.1.2.3 Type: State the type of assessment completed: Formal / Informal

3.1.3 Activity Log

- 3.1.3.1 Planning: State the number of hours and summarize the key planning activities
- 3.1.3.2 Evidence Gathering: State the number of hours, the type of evidence gathering (e.g. interviews) and list the specific process areas covered
- 3.1.3.3 Evidence Review: State the number of hours, the type of evidence being reviewed (e.g. interviews) and list the specific process areas covered
- 3.1.3.4 Assessment Reporting: State the number of hours and summarize the key assessment reporting activities
- 3.1.3.5 Assessor Reporting: State the number of hours spent reporting on the supervised assessors

Guidance: State the key activities in 150 words or less.

Example:

Planning: 16 hours

Agreeing assessment scope and objectives, planning assessment schedule, gathering and briefing assessment team, and preparing assessment materials.

Evidence Gathering: 12 hours

Participated in interviews to monitor assessment, guide assessors and rate assessor team members' performance. All Level 2 Process Areas were covered.

Evidence Review: 18 hours

Supervising evidence reviews. All Level 2 Process Areas were covered.

Assessment Reporting: 15 hours

Summarizing informal assessment findings, preparing assessment report and presentation

Assessor Reporting: 10 Hours

Preparing assessor performance reports and feeding back to assessors

3.1.4 Assessment Team

For each member of the assessment team, provide the following details.

- 3.1.4.1 Name: Provide the assessor's full name

¹ Formal Assessments must be led by an accredited Lead Assessor; Informal Assessments may be led by an experienced Assessor

- 3.1.4.2 Assessor Type: Provide the assessor's current status: Lead Assessor / Assessor / Trainee
- 3.1.4.3 Assessor Identity Number: Provide the assessor's identity number (for accredited assessors only).
- 3.1.4.4 Assessment Method: Provide the details of the assessment method(s) the assessor is accredited to use
- 3.1.4.5 Supervisor Name: Provide the supervising assessor's full name
- 3.1.4.6 Supervisor Identity Number: Provide the supervising assessor's identity number
Trainee assessors should NOT be supervised by another trainee assessor
- 3.1.4.7 Assessor Performance Report Submitted: State "Yes" or "No"
- 3.1.4.8 Performance Summary
 - 3.1.4.8.1 State the assessor's overall performance rating
 - 3.1.4.8.2 State the assessor's effort (in hours) during the assessment and the assessor's performance rating for each of the following activities:
 - Planning
 - Evidence Gathering
 - Evidence Review
 - Assessment Reporting
 - Assessor Reporting

Example:

*Name: Mr John Somebody
 Assessor Type: Assessor
 Assessor ID: SMBJ-698426
 Assessment Methods: ACE Assessment Method v1.9
 Supervisor: Mr Jim Smith
 Supervisor ID: SMTJ-664174
 Assessor Performance Report Submitted: Yes, 12 July 2009
 Overall Performance: Largely Proficient
 Planning: 6 hours, Largely Proficient
 Evidence Gathering: 16 hours, Fully Proficient
 Evidence Review: 10 hours, Largely Proficient
 Assessment Reporting: 5 hours, Largely Proficient
 Assessor Reporting: 2 Hours, Largely Proficient*

3.2 Assessor Data Requirements

This section describes the data to be submitted for members of the assessment team, regardless of the assessor's status and who supervised their participation in the assessment.

3.2.1 Assessor Details

- 3.2.1.1 Name: Provide the assessor's full name
- 3.2.1.2 Assessor Type: Provide the assessor's current status: Lead Assessor / Assessor / Trainee
- 3.2.1.3 Assessor Identity Number: Provide the assessor's identity number (for accredited assessors only).
- 3.2.1.4 Assessment Method: Provide the details of the assessment method(s) the assessor is accredited to use.

Example:

*Assessor Name: Mr John Somebody
 Assessor Type: Assessor
 Assessor ID: SMBJ-698426
 Assessment Methods: ACE Assessment Method v1.9*

3.2.2 Assessment Summary Information

- 3.2.2.1 Date: Record of the start and end date of the Assessment Activity
- 3.2.2.2 Assessment Method: The name and version of the accredited Assessment Method
- 3.2.2.3 Type: State the type of assessment completed: Formal / Informal

3.2.3 Activity Log

- 3.2.3.1 Planning: State the number of hours and summarize the key planning activities

- 3.2.3.2 Evidence Gathering: State the number of hours, the type of evidence gathering (e.g. interviews) and list the specific process areas covered
- 3.2.3.3 Evidence Review: State the number of hours, the type of evidence being reviewed (e.g. interviews) and list the specific process areas covered
- 3.2.3.4 Assessment Reporting: State the number of hours and summarize the key assessment reporting activities
- 3.2.3.5 Assessor Reporting: State the number of hours spent reporting on the supervised assessors.

Guidance: State the key activities in 150 words or less.

Example:

Overall Performance: Largely Proficient

Planning: 6 hours
Completed unsupervised planning of the assessment schedule. Participated in the preparing the assessment team and the assessment materials.

Evidence Gathering: 16 hours
Completed 8 interviews and gathered supporting artifacts against all Level 2 Process Areas.

Evidence Review: 10 hours
Reviewed interview evidence and artifacts against the all Level 2 Process Areas.

Assessment Reporting: 5 hours
Participated in preparation of final assessment report and assessment presentation.

Assessor Reporting: 2 Hours
Completed assessor report, with supervisory support

3.2.4 Assessor Supervision

- 3.2.4.1 The assessment team members should be supervised. Any experienced assessor may supervise and mentor other assessors, as follows:

Assessor Status	Permitted Supervisor
Trainee Assessor	Assessor or Lead Assessor
Assessor	Assessor or Lead Assessor
Lead Assessor	Supervisor not required

- 3.2.4.2 The assessment team leader is responsible for overall supervision of the assessment team
- 3.2.4.3 The assessment team leader is required to authorize the assessor data submission, if another member of the assessment team acted as the assessor’s supervisor

3.2.5 Supervising Assessor

Provide the details of the assessor who supervised this assessor (named in 3.2.1).

- 3.2.5.1 Name: Provide the supervising assessor’s full name
- 3.2.5.2 Assessor Type: Provide the supervising assessor’s current status: Lead Assessor / Assessor
- 3.2.5.3 Assessor Identity Number: Provide the supervising assessor’s identity number
- 3.2.5.4 Assessment Method: Provide the details of the assessment method(s) the supervising assessor is accredited to use

Example:

Supervisor Name: Mr Jim Smith

Assessor Type: Assessor

Assessor ID: SMTJ-664174

Assessment Methods: ACE Assessment Method v1.9

3.2.6 Supervised Assessors

For each assessor supervised by this assessor (named in 3.2.1), provide the following details.

- 3.2.6.1 Name: Provide the supervised assessor’s full name
- 3.2.6.2 Assessor Type: Provide the supervised assessor’s current status: Lead Assessor / Assessor / Trainee Assessor
- 3.2.6.3 Assessor Identity Number: Provide the supervised assessor’s identity number (for accredited assessors only)
- 3.2.6.4 Assessment Method: Provide the details of the assessment method(s) the supervised assessor is accredited to use

*Example:**Name: Miss Kate Young**Assessor Type: Trainee Assessor**Assessor ID: None**Assessment Methods: None*

3.3 Assessor Performance Rating

3.3.1 Assessor Performance Rating Scale

The following rating scale shall be used to rate the assessor's performance in each area:

- 3.3.1.1 Not Proficient: The assessor is not yet capable of performing this activity, even with significant supervisory support and guidance.
- 3.3.1.2 The percentage of competency achievement which would score “NP” on this scale would be any score in the range from **0% and up to 15%**.
- 3.3.1.3 Partially Proficient: The assessor shows significant weaknesses and is not capable of performing this activity without significant supervisory support and guidance.
- 3.3.1.4 The percentage of competency achievement which would score “PP” on this scale would be any score **over 15% and up to 50%**.
- 3.3.1.5 Largely Proficient: The assessor shows only minor weaknesses and is capable of performing this activity, possibly with supervisory support.
- 3.3.1.6 The percentage of competency achievement which would score “LP” on this scale would be any score **over 50% and up to 85%**.
- 3.3.1.7 Fully Proficient: The assessor shows no weaknesses of any sort and is fully capable of performing this activity without any supervisory support.
- 3.3.1.8 The percentage of competency achievement which would score “FP” on this scale would be any score **over 85% and up to 100%**.
- 3.3.1.9 Not Applicable: The assessor did not complete this activity on the assessment.

3.3.2 Assessor Performance Rating

- 3.3.2.1 The assessor's overall performance must be rated.
- 3.3.2.2 The assessment hours for the assessment will not be counted if the overall performance is rated as either Partially Proficient or Not Proficient.
- 3.3.2.3 The assessor performance in each of the following activities must be rated.
 - Planning
 - Evidence Gathering
 - Evidence Review
 - Assessment Reporting
 - Assessor Reporting
- 3.3.2.4 The assessment hours for the activity will not be counted if the for the activity is rated as either Partially Proficient or Not Proficient.

4 Industry Sector Codes

The TMMi Foundation has adopted Revision 4 of the United Nations' International Standard Industrial Classification (ISIC) [UN ISIC], which is reproduced here. This industrial classification shall be used for submitting industry sector code data for assessments.

ISIC CODE	ISIC DESCRIPTION
SECTION A	AGRICULTURE, FORESTRY AND FISHING
01	Crop and animal production, hunting and related service activities
0111	Growing of cereals (except rice), leguminous crops and oil seeds
0112	Growing of rice
0113	Growing of vegetables and melons, roots and tubers
0114	Growing of sugar cane
0115	Growing of tobacco
0116	Growing of fiber crops
0119	Growing of other non-perennial crops
0121	Growing of grapes
0122	Growing of tropical and subtropical fruits
0123	Growing of citrus fruits
0124	Growing of pome fruits and stone fruits
0125	Growing of other tree and bush fruits and nuts
0126	Growing of oleaginous fruits
0127	Growing of beverage crops
0128	Growing of spices, aromatic, drug and pharmaceutical crops
0129	Growing of other perennial crops
0130	Plant propagation
0141	Raising of dairy cattle
0142	Raising of other cattle and buffaloes
0143	Raising of horses and other equines
0144	Raising of camels and camelids
0145	Raising of sheep and goats
0146	Raising of swine/pigs
0147	Raising of poultry
0149	Raising of other animals
0150	Mixed farming
0161	Support activities for crop production
0162	Support activities for animal production
0163	Post-harvest crop activities
0164	Seed processing for propagation
0170	Hunting, trapping and related service activities
02	Forestry and logging
0210	Silviculture and other forestry activities
0220	Logging
0230	Gathering of wild growing non-wood products
0240	Support services to forestry
03	Fishing and aquaculture
0311	Marine fishing
0312	Freshwater fishing
0321	Marine aquaculture
0322	Freshwater aquaculture
SECTION B	MINING AND QUARRYING
05	Mining of coal and lignite
0510	Mining of hard coal
0520	Mining of lignite
06	Extraction of crude petroleum and natural gas
0610	Extraction of crude petroleum
0620	Extraction of natural gas

ISIC CODE	ISIC DESCRIPTION
07	Mining of metal ores
0710	Mining of iron ores
0721	Mining of uranium and thorium ores
0729	Mining of other non-ferrous metal ores
08	Other mining and quarrying
0811	Quarrying of ornamental and building stone, limestone, gypsum, chalk and slate
0812	Operation of gravel and sand pits; mining of clays and kaolin
0891	Mining of chemical and fertilizer minerals
0892	Extraction of peat
0893	Extraction of salt
0899	Other mining and quarrying n.e.c.
09	Mining support service activities
0910	Support activities for petroleum and natural gas extraction
0990	Support activities for other mining and quarrying
SECTION C	MANUFACTURING
10	Manufacture of food products
1011	Processing and preserving of meat
1012	Processing and preserving of poultry meat
1013	Production of meat and poultry meat products
1020	Processing and preserving of fish, crustaceans and mollusks
1031	Processing and preserving of potatoes
1032	Manufacture of fruit and vegetable juice
1039	Other processing and preserving of fruit and vegetables
1041	Manufacture of oils and fats
1042	Manufacture of margarine and similar edible fats
1051	Operation of dairies and cheese making
1052	Manufacture of ice cream
1061	Manufacture of grain mill products
1062	Manufacture of starches and starch products
1071	Manufacture of bread; manufacture of fresh pastry goods and cakes
1072	Manufacture of rusks and biscuits; manufacture of preserved pastry goods and cakes
1073	Manufacture of macaroni, noodles, couscous and similar farinaceous products
1081	Manufacture of sugar
1082	Manufacture of cocoa, chocolate and sugar confectionery
1083	Processing of tea and coffee
1084	Manufacture of condiments and seasonings
1085	Manufacture of prepared meals and dishes
1086	Manufacture of homogenized food preparations and dietetic food
1089	Manufacture of other food products n.e.c.
1091	Manufacture of prepared feeds for farm animals
1092	Manufacture of prepared pet foods
11	Manufacture of beverages
1101	Distilling, rectifying and blending of spirits
1102	Manufacture of wine from grape
1103	Manufacture of cider and other fruit wines
1104	Manufacture of other non-distilled fermented beverages
1105	Manufacture of beer
1106	Manufacture of malt
1107	Manufacture of soft drinks; production of mineral waters and other bottled waters
12	Manufacture of tobacco products
1200	Manufacture of tobacco products
13	Manufacture of textiles
1310	Preparation and spinning of textile fibers
1320	Weaving of textiles
1330	Finishing of textiles

ISIC CODE	ISIC DESCRIPTION
1391	Manufacture of knitted and crocheted fabrics
1392	Manufacture of made-up textile articles, except apparel
1393	Manufacture of carpets and rugs
1394	Manufacture of cordage, rope, twine and netting
1395	Manufacture of non-wovens and articles made from non-wovens, except apparel
1396	Manufacture of other technical and industrial textiles
1399	Manufacture of other textiles n.e.c.
14	Manufacture of wearing apparel
1411	Manufacture of leather clothes
1412	Manufacture of work wear
1413	Manufacture of other outerwear
1414	Manufacture of underwear
1419	Manufacture of other wearing apparel and accessories
1420	Manufacture of articles of fur
1431	Manufacture of knitted and crocheted hosiery
1439	Manufacture of other knitted and crocheted apparel
15	Manufacture of leather and related products
1511	Tanning and dressing of leather; dressing and dyeing of fur
1512	Manufacture of luggage, handbags and the like, saddlery and harness
1520	Manufacture of footwear
16	Manufacture of wood and of products of wood and cork, except furniture; manufacture of articles of straw and plaiting materials
1610	Sawmilling and planing of wood
1621	Manufacture of veneer sheets and wood-based panels
1622	Manufacture of assembled parquet floors
1623	Manufacture of other builders' carpentry and joinery
1624	Manufacture of wooden containers
1629	Manufacture of other products of wood; manufacture of articles of cork, straw and plaiting materials
17	Manufacture of paper and paper products
1711	Manufacture of pulp
1712	Manufacture of paper and paperboard
1721	Manufacture of corrugated paper and paperboard and of containers of paper and paperboard
1722	Manufacture of household and sanitary goods and of toilet requisites
1723	Manufacture of paper stationery
1724	Manufacture of wallpaper
1729	Manufacture of other articles of paper and paperboard n.e.c.
18	Printing and reproduction of recorded media
1811	Printing of newspapers
1812	Other printing
1813	Pre-press and pre-media services
1814	Binding and related services
1820	Reproduction of recorded media
19	Manufacture of coke and refined petroleum products
1910	Manufacture of coke oven products
1920	Manufacture of refined petroleum products
20	Manufacture of chemicals and chemical products
2011	Manufacture of industrial gases
2012	Manufacture of dyes and pigments
2013	Manufacture of other inorganic basic chemicals
2014	Manufacture of other organic basic chemicals
2015	Manufacture of fertilizers and nitrogen compounds
2016	Manufacture of plastics in primary forms
2017	Manufacture of synthetic rubber in primary forms
2020	Manufacture of pesticides and other agrochemical products
2030	Manufacture of paints, varnishes and similar coatings, printing ink and mastics
2041	Manufacture of soap and detergents, cleaning and polishing preparations

ISIC CODE	ISIC DESCRIPTION
2042	Manufacture of perfumes and toilet preparations
2051	Manufacture of explosives
2052	Manufacture of glues
2053	Manufacture of essential oils
2059	Manufacture of other chemical products n.e.c.
2060	Manufacture of man-made fibers
21	Manufacture of basic pharmaceutical products and pharmaceutical preparations
2110	Manufacture of basic pharmaceutical products
2120	Manufacture of pharmaceutical preparations
22	Manufacture of rubber and plastic products
2211	Manufacture of rubber tires and tubes; retreading and rebuilding of rubber tires
2219	Manufacture of other rubber products
2221	Manufacture of plastic plates, sheets, tubes and profiles
2222	Manufacture of plastic packing goods
2223	Manufacture of builders' ware of plastic
2229	Manufacture of other plastic products
23	Manufacture of other non-metallic mineral products
2311	Manufacture of flat glass
2312	Shaping and processing of flat glass
2313	Manufacture of hollow glass
2314	Manufacture of glass fibers
2319	Manufacture and processing of other glass, including technical glassware
2320	Manufacture of refractory products
2331	Manufacture of ceramic tiles and flags
2332	Manufacture of bricks, tiles and construction products, in baked clay
2341	Manufacture of ceramic household and ornamental articles
2342	Manufacture of ceramic sanitary fixtures
2343	Manufacture of ceramic insulators and insulating fittings
2344	Manufacture of other technical ceramic products
2349	Manufacture of other ceramic products
2351	Manufacture of cement
2352	Manufacture of lime and plaster
2361	Manufacture of concrete products for construction purposes
2362	Manufacture of plaster products for construction purposes
2363	Manufacture of ready-mixed concrete
2364	Manufacture of mortars
2365	Manufacture of fiber cement
2369	Manufacture of other articles of concrete, plaster and cement
2370	Cutting, shaping and finishing of stone
2391	Production of abrasive products
2399	Manufacture of other non-metallic mineral products n.e.c.
24	Manufacture of basic metals
2410	Manufacture of basic iron and steel and of ferro-alloys
2420	Manufacture of tubes, pipes, hollow profiles and related fittings, of steel
2431	Cold drawing of bars
2432	Cold rolling of narrow strip
2433	Cold forming or folding
2434	Cold drawing of wire
2441	Precious metals production
2442	Aluminium production
2443	Lead, zinc and tin production
2444	Copper production
2445	Other non-ferrous metal production
2446	Processing of nuclear fuel
2451	Casting of iron

ISIC CODE	ISIC DESCRIPTION
2452	Casting of steel
2453	Casting of light metals
2454	Casting of other non-ferrous metals
25	Manufacture of fabricated metal products, except machinery and equipment
2511	Manufacture of metal structures and parts of structures
2512	Manufacture of doors and windows of metal
2521	Manufacture of central heating radiators and boilers
2529	Manufacture of other tanks, reservoirs and containers of metal
2530	Manufacture of steam generators, except central heating hot water boilers
2540	Manufacture of weapons and ammunition
2550	Forging, pressing, stamping and roll-forming of metal; powder metallurgy
2561	Treatment and coating of metals
2562	Machining
2571	Manufacture of cutlery
2572	Manufacture of locks and hinges
2573	Manufacture of tools
2591	Manufacture of steel drums and similar containers
2592	Manufacture of light metal packaging
2593	Manufacture of wire products, chain and springs
2594	Manufacture of fasteners and screw machine products
2599	Manufacture of other fabricated metal products n.e.c.
26	Manufacture of computer, electronic and optical products
2611	Manufacture of electronic components
2612	Manufacture of loaded electronic boards
2620	Manufacture of computers and peripheral equipment
2630	Manufacture of communication equipment
2640	Manufacture of consumer electronics
2651	Manufacture of instruments and appliances for measuring, testing and navigation
2652	Manufacture of watches and clocks
2660	Manufacture of irradiation, electromedical and electrotherapeutic equipment
2670	Manufacture of optical instruments and photographic equipment
2680	Manufacture of magnetic and optical media
27	Manufacture of electrical equipment
2711	Manufacture of electric motors, generators and transformers
2712	Manufacture of electricity distribution and control apparatus
2720	Manufacture of batteries and accumulators
2731	Manufacture of fiber optic cables
2732	Manufacture of other electronic and electric wires and cables
2733	Manufacture of wiring devices
2740	Manufacture of electric lighting equipment
2751	Manufacture of electric domestic appliances
2752	Manufacture of non-electric domestic appliances
2790	Manufacture of other electrical equipment
28	Manufacture of machinery and equipment n.e.c.
2811	Manufacture of engines and turbines, except aircraft, vehicle and cycle engines
2812	Manufacture of fluid power equipment
2813	Manufacture of other pumps and compressors
2814	Manufacture of other taps and valves
2815	Manufacture of bearings, gears, gearing and driving elements
2821	Manufacture of ovens, furnaces and furnace burners
2822	Manufacture of lifting and handling equipment
2823	Manufacture of office machinery and equipment (except computers and peripheral equipment)
2824	Manufacture of power-driven hand tools
2825	Manufacture of non-domestic cooling and ventilation equipment
2829	Manufacture of other general-purpose machinery n.e.c.

ISIC CODE	ISIC DESCRIPTION
2830	Manufacture of agricultural and forestry machinery
2841	Manufacture of metal forming machinery
2849	Manufacture of other machine tools
2891	Manufacture of machinery for metallurgy
2892	Manufacture of machinery for mining, quarrying and construction
2893	Manufacture of machinery for food, beverage and tobacco processing
2894	Manufacture of machinery for textile, apparel and leather production
2895	Manufacture of machinery for paper and paperboard production
2896	Manufacture of plastics and rubber machinery
2899	Manufacture of other special-purpose machinery n.e.c.
29	Manufacture of motor vehicles, trailers and semi-trailers
2910	Manufacture of motor vehicles
2920	Manufacture of bodies (coachwork) for motor vehicles; manufacture of trailers and semi-trailers
2931	Manufacture of electrical and electronic equipment for motor vehicles
2932	Manufacture of other parts and accessories for motor vehicles
30	Manufacture of other transport equipment
3011	Building of ships and floating structures
3012	Building of pleasure and sporting boats
3020	Manufacture of railway locomotives and rolling stock
3030	Manufacture of air and spacecraft and related machinery
3040	Manufacture of military fighting vehicles
3091	Manufacture of motorcycles
3092	Manufacture of bicycles and invalid carriages
3099	Manufacture of other transport equipment n.e.c.
31	Manufacture of furniture
3101	Manufacture of office and shop furniture
3102	Manufacture of kitchen furniture
3103	Manufacture of mattresses
3109	Manufacture of other furniture
32	Other manufacturing
3211	Striking of coins
3212	Manufacture of jewellery and related articles
3213	Manufacture of imitation jewellery and related articles
3220	Manufacture of musical instruments
3230	Manufacture of sports goods
3240	Manufacture of games and toys
3250	Manufacture of medical and dental instruments and supplies
3291	Manufacture of brooms and brushes
3299	Other manufacturing n.e.c.
33	Repair and installation of machinery and equipment
3311	Repair of fabricated metal products
3312	Repair of machinery
3313	Repair of electronic and optical equipment
3314	Repair of electrical equipment
3315	Repair and maintenance of ships and boats
3316	Repair and maintenance of aircraft and spacecraft
3317	Repair and maintenance of transport equipment n.e.c.
3319	Repair of other equipment
3320	Installation of industrial machinery and equipment
SECTION D	ELECTRICITY, GAS, STEAM AND AIR CONDITIONING SUPPLY
35	Electricity, gas, steam and air conditioning supply
3511	Production of electricity
3512	Transmission of electricity
3513	Distribution of electricity
3514	Trade of electricity

ISIC CODE	ISIC DESCRIPTION
3521	Manufacture of gas
3522	Distribution of gaseous fuels through mains
3523	Trade of gas through mains
3530	Steam and air conditioning supply
SECTION E	WATER SUPPLY; SEWERAGE, WASTE MANAGEMENT AND REMEDIATION ACTIVITIES
36	Water collection, treatment and supply
3600	Water collection, treatment and supply
37	Sewerage
3700	Sewerage
38	Waste collection, treatment and disposal activities; materials recovery
3811	Collection of non-hazardous waste
3812	Collection of hazardous waste
3821	Treatment and disposal of non-hazardous waste
3822	Treatment and disposal of hazardous waste
3831	Dismantling of wrecks
3832	Recovery of sorted materials
39	Remediation activities and other waste management services
3900	Remediation activities and other waste management services
SECTION F	CONSTRUCTION
41	Construction of buildings
4110	Development of building projects
4120	Construction of residential and non-residential buildings
42	Civil engineering
4211	Construction of roads and motorways
4212	Construction of railways and underground railways
4213	Construction of bridges and tunnels
4221	Construction of utility projects for fluids
4222	Construction of utility projects for electricity and telecommunications
4291	Construction of water projects
4299	Construction of other civil engineering projects n.e.c.
43	Specialized construction activities
4311	Demolition
4312	Site preparation
4313	Test drilling and boring
4321	Electrical installation
4322	Plumbing, heat and air-conditioning installation
4329	Other construction installation
4331	Plastering
4332	Joinery installation
4333	Floor and wall covering
4334	Painting and glazing
4339	Other building completion and finishing
4391	Roofing activities
4399	Other specialized construction activities n.e.c.
SECTION G	WHOLESALE AND RETAIL TRADE; REPAIR OF MOTOR VEHICLES AND MOTORCYCLES
45	Wholesale and retail trade and repair of motor vehicles and motorcycles
4511	Sale of cars and light motor vehicles
4519	Sale of other motor vehicles
4520	Maintenance and repair of motor vehicles
4531	Wholesale trade of motor vehicle parts and accessories
4532	Retail trade of motor vehicle parts and accessories
4540	Sale, maintenance and repair of motorcycles and related parts and accessories
46	Wholesale trade, except of motor vehicles and motorcycles
4611	Agents involved in the sale of agricultural raw materials, live animals, textile raw materials and semi-finished goods
4612	Agents involved in the sale of fuels, ores, metals and industrial chemicals

ISIC CODE	ISIC DESCRIPTION
4613	Agents involved in the sale of timber and building materials
4614	Agents involved in the sale of machinery, industrial equipment, ships and aircraft
4615	Agents involved in the sale of furniture, household goods, hardware and ironmongery
4616	Agents involved in the sale of textiles, clothing, fur, footwear and leather goods
4617	Agents involved in the sale of food, beverages and tobacco
4618	Agents specialized in the sale of other particular products
4619	Agents involved in the sale of a variety of goods
4621	Wholesale of grain, unmanufactured tobacco, seeds and animal feeds
4622	Wholesale of flowers and plants
4623	Wholesale of live animals
4624	Wholesale of hides, skins and leather
4631	Wholesale of fruit and vegetables
4632	Wholesale of meat and meat products
4633	Wholesale of dairy products, eggs and edible oils and fats
4634	Wholesale of beverages
4635	Wholesale of tobacco products
4636	Wholesale of sugar and chocolate and sugar confectionery
4637	Wholesale of coffee, tea, cocoa and spices
4638	Wholesale of other food, including fish, crustaceans and mollusks
4639	Non-specialized wholesale of food, beverages and tobacco
4641	Wholesale of textiles
4642	Wholesale of clothing and footwear
4643	Wholesale of electrical household appliances
4644	Wholesale of china and glassware and cleaning materials
4645	Wholesale of perfume and cosmetics
4646	Wholesale of pharmaceutical goods
4647	Wholesale of furniture, carpets and lighting equipment
4648	Wholesale of watches and jewellery
4649	Wholesale of other household goods
4651	Wholesale of computers, computer peripheral equipment and software
4652	Wholesale of electronic and telecommunications equipment and parts
4661	Wholesale of agricultural machinery, equipment and supplies
4662	Wholesale of machine tools
4663	Wholesale of mining, construction and civil engineering machinery
4664	Wholesale of machinery for the textile industry and of sewing and knitting machines
4665	Wholesale of office furniture
4666	Wholesale of other office machinery and equipment
4669	Wholesale of other machinery and equipment
4671	Wholesale of solid, liquid and gaseous fuels and related products
4672	Wholesale of metals and metal ores
4673	Wholesale of wood, construction materials and sanitary equipment
4674	Wholesale of hardware, plumbing and heating equipment and supplies
4675	Wholesale of chemical products
4676	Wholesale of other intermediate products
4677	Wholesale of waste and scrap
4690	Non-specialized wholesale trade
47	Retail trade, except of motor vehicles and motorcycles
4711	Retail sale in non-specialized stores with food, beverages or tobacco predominating
4719	Other retail sale in non-specialized stores
4721	Retail sale of fruit and vegetables in specialized stores
4722	Retail sale of meat and meat products in specialized stores
4723	Retail sale of fish, crustaceans and mollusks in specialized stores
4724	Retail sale of bread, cakes, flour confectionery and sugar confectionery in specialized stores
4725	Retail sale of beverages in specialized stores
4726	Retail sale of tobacco products in specialized stores

ISIC CODE	ISIC DESCRIPTION
4729	Other retail sale of food in specialized stores
4730	Retail sale of automotive fuel in specialized stores
4741	Retail sale of computers, peripheral units and software in specialized stores
4742	Retail sale of telecommunications equipment in specialized stores
4743	Retail sale of audio and video equipment in specialized stores
4751	Retail sale of textiles in specialized stores
4752	Retail sale of hardware, paints and glass in specialized stores
4753	Retail sale of carpets, rugs, wall and floor coverings in specialized stores
4754	Retail sale of electrical household appliances in specialized stores
4759	Retail sale of furniture, lighting equipment and other household articles in specialized stores
4761	Retail sale of books in specialized stores
4762	Retail sale of newspapers and stationery in specialized stores
4763	Retail sale of music and video recordings in specialized stores
4764	Retail sale of sporting equipment in specialized stores
4765	Retail sale of games and toys in specialized stores
4771	Retail sale of clothing in specialized stores
4772	Retail sale of footwear and leather goods in specialized stores
4773	Dispensing chemist in specialized stores
4774	Retail sale of medical and orthopedic goods in specialized stores
4775	Retail sale of cosmetic and toilet articles in specialized stores
4776	Retail sale of flowers, plants, seeds, fertilizers, pet animals and pet food in specialized stores
4777	Retail sale of watches and jewellery in specialized stores
4778	Other retail sale of new goods in specialized stores
4779	Retail sale of second-hand goods in stores
4781	Retail sale via stalls and markets of food, beverages and tobacco products
4782	Retail sale via stalls and markets of textiles, clothing and footwear
4789	Retail sale via stalls and markets of other goods
4791	Retail sale via mail order houses or via Internet
4799	Other retail sale not in stores, stalls or markets
SECTION H	TRANSPORTATION AND STORAGE
49	Land transport and transport via pipelines
4910	Passenger rail transport, interurban
4920	Freight rail transport
4931	Urban and suburban passenger land transport
4932	Taxi operation
4939	Other passenger land transport n.e.c.
4941	Freight transport by road
4942	Removal services
4950	Transport via pipeline
50	Water transport
5010	Sea and coastal passenger water transport
5020	Sea and coastal freight water transport
5030	Inland passenger water transport
5040	Inland freight water transport
51	Air transport
5110	Passenger air transport
5121	Freight air transport
5122	Space transport
52	Warehousing and support activities for transportation
5210	Warehousing and storage
5221	Service activities incidental to land transportation
5222	Service activities incidental to water transportation
5223	Service activities incidental to air transportation
5224	Cargo handling
5229	Other transportation support activities

ISIC CODE	ISIC DESCRIPTION
53	Postal and courier activities
5310	Postal activities under universal service obligation
5320	Other postal and courier activities
SECTION I	ACCOMMODATION AND FOOD SERVICE ACTIVITIES
55	Accommodation
5510	Hotels and similar accommodation
5520	Holiday and other short stay accommodation
5530	Camping grounds, recreational vehicle parks and trailer parks
5590	Other accommodation
56	Food and beverage service activities
5610	Restaurants and mobile food service activities
5621	Event catering activities
5629	Other food service activities
5630	Beverage serving activities
SECTION J	INFORMATION AND COMMUNICATION
58	Publishing activities
5811	Book publishing
5812	Publishing of directories and mailing lists
5813	Publishing of newspapers
5814	Publishing of journals and periodicals
5819	Other publishing activities
5821	Publishing of computer games
5829	Other software publishing
59	Motion picture, video and television program production, sound recording and music publishing activities
5911	Motion picture, video and television program production activities
5912	Motion picture, video and television program post-production activities
5913	Motion picture, video and television program distribution activities
5914	Motion picture projection activities
5920	Sound recording and music publishing activities
60	Programming and broadcasting activities
6010	Radio broadcasting
6020	Television programming and broadcasting activities
61	Telecommunications
6110	Wired telecommunications activities
6120	Wireless telecommunications activities
6130	Satellite telecommunications activities
6190	Other telecommunications activities
62	Computer programming, consultancy and related activities
6201	Computer programming activities
6202	Computer consultancy activities
6203	Computer facilities management activities
6209	Other information technology and computer service activities
63	Information service activities
6311	Data processing, hosting and related activities
6312	Web portals
6391	News agency activities
6399	Other information service activities n.e.c.
SECTION K	FINANCIAL AND INSURANCE ACTIVITIES
64	Financial service activities, except insurance and pension funding
6411	Central banking
6419	Other monetary intermediation
6420	Activities of holding companies
6430	Trusts, funds and similar financial entities
6491	Financial leasing
6492	Other credit granting

ISIC CODE	ISIC DESCRIPTION
6499	Other financial service activities, except insurance and pension funding, n.e.c.
65	Insurance, reinsurance and pension funding, except compulsory social security
6511	Life insurance
6512	Non-life insurance
6520	Reinsurance
6530	Pension funding
66	Activities auxiliary to financial services and insurance activities
6611	Administration of financial markets
6612	Security and commodity contracts brokerage
6619	Other activities auxiliary to financial services, except insurance and pension funding
6621	Risk and damage evaluation
6622	Activities of insurance agents and brokers
6629	Other activities auxiliary to insurance and pension funding
6630	Fund management activities
SECTION L	REAL ESTATE ACTIVITIES
68	Real estate activities
6810	Buying and selling of own real estate
6820	Renting and operating of own or leased real estate
6831	Real estate agencies
6832	Management of real estate on a fee or contract basis
SECTION M	PROFESSIONAL, SCIENTIFIC AND TECHNICAL ACTIVITIES
69	Legal and accounting activities
6910	Legal activities
6920	Accounting, bookkeeping and auditing activities; tax consultancy
70	Activities of head offices; management consultancy activities
7010	Activities of head offices
7021	Public relations and communication activities
7022	Business and other management consultancy activities
71	Architectural and engineering activities; technical testing and analysis
7111	Architectural activities
7112	Engineering activities and related technical consultancy
7120	Technical testing and analysis
72	Scientific research and development
7211	Research and experimental development on biotechnology
7219	Other research and experimental development on natural sciences and engineering
7220	Research and experimental development on social sciences and humanities
73	Advertising and market research
7311	Advertising agencies
7312	Media representation
7320	Market research and public opinion polling
74	Other professional, scientific and technical activities
7410	Specialized design activities
7420	Photographic activities
7430	Translation and interpretation activities
7490	Other professional, scientific and technical activities n.e.c.
75	Veterinary activities
7500	Veterinary activities
SECTION N	ADMINISTRATIVE AND SUPPORT SERVICE ACTIVITIES
77	Rental and leasing activities
7711	Renting and leasing of cars and light motor vehicles
7712	Renting and leasing of trucks
7721	Renting and leasing of recreational and sports goods
7722	Renting of video tapes and disks
7729	Renting and leasing of other personal and household goods
7731	Renting and leasing of agricultural machinery and equipment

ISIC CODE	ISIC DESCRIPTION
7732	Renting and leasing of construction and civil engineering machinery and equipment
7733	Renting and leasing of office machinery and equipment (including computers)
7734	Renting and leasing of water transport equipment
7735	Renting and leasing of air transport equipment
7739	Renting and leasing of other machinery, equipment and tangible goods n.e.c.
7740	Leasing of intellectual property and similar products, except copyrighted works
78	Employment activities
7810	Activities of employment placement agencies
7820	Temporary employment agency activities
7830	Other human resources provision
79	Travel agency, tour operator and other reservation service and related activities
7911	Travel agency activities
7912	Tour operator activities
7990	Other reservation service and related activities
80	Security and investigation activities
8010	Private security activities
8020	Security systems service activities
8030	Investigation activities
81	Services to buildings and landscape activities
8110	Combined facilities support activities
8121	General cleaning of buildings
8122	Other building and industrial cleaning activities
8129	Other cleaning activities
8130	Landscape service activities
82	Office administrative, office support and other business support activities
8211	Combined office administrative service activities
8219	Photocopying, document preparation and other specialized office support activities
8220	Activities of call centers
8230	Convention and trade show organizers
8291	Activities of collection agencies and credit bureaus
8292	Packaging activities
8299	Other business support service activities n.e.c.
SECTION O	PUBLIC ADMINISTRATION AND DEFENCE; COMPULSORY SOCIAL SECURITY
84	Public administration and defense; compulsory social security
8411	General public administration activities
8412	Regulation of the activities of providing health care, education, cultural services and other social services, excluding social security
8413	Regulation of and contribution to more efficient operation of businesses
8421	Foreign affairs
8422	Defense activities
8423	Justice and judicial activities
8424	Public order and safety activities
8425	Fire service activities
8430	Compulsory social security activities
SECTION P	EDUCATION
85	Education
8510	Pre-primary education
8520	Primary education
8531	General secondary education
8532	Technical and vocational secondary education
8541	Post-secondary non-tertiary education
8542	Tertiary education
8551	Sports and recreation education
8552	Cultural education
8553	Driving school activities
8559	Other education n.e.c.

ISIC CODE	ISIC DESCRIPTION
8560	Educational support activities
SECTION Q	HUMAN HEALTH AND SOCIAL WORK ACTIVITIES
86	Human health activities
8610	Hospital activities
8621	General medical practice activities
8622	Specialist medical practice activities
8623	Dental practice activities
8690	Other human health activities
87	Residential care activities
8710	Residential nursing care activities
8720	Residential care activities for learning disabilities, mental health and substance abuse
8730	Residential care activities for the elderly and disabled
8790	Other residential care activities
88	Social work activities without accommodation
8810	Social work activities without accommodation for the elderly and disabled
8891	Child day-care activities
8899	Other social work activities without accommodation n.e.c.
SECTION R	ARTS, ENTERTAINMENT AND RECREATION
90	Creative, arts and entertainment activities
9001	Performing arts
9002	Support activities to performing arts
9003	Artistic creation
9004	Operation of arts facilities
91	Libraries, archives, museums and other cultural activities
9101	Library and archive activities
9102	Museum activities
9103	Operation of historical sites and buildings and similar visitor attractions
9104	Botanical and zoological gardens and nature reserve activities
92	Gambling and betting activities
9200	Gambling and betting activities
93	Sports activities and amusement and recreation activities
9311	Operation of sports facilities
9312	Activities of sport clubs
9313	Fitness facilities
9319	Other sports activities
9321	Activities of amusement parks and theme parks
9329	Other amusement and recreation activities
SECTION S	OTHER SERVICE ACTIVITIES
94	Activities of membership organizations
9411	Activities of business and employers membership organizations
9412	Activities of professional membership organizations
9420	Activities of trade unions
9491	Activities of religious organizations
9492	Activities of political organizations
9499	Activities of other membership organizations n.e.c.
95	Repair of computers and personal and household goods
9511	Repair of computers and peripheral equipment
9512	Repair of communication equipment
9521	Repair of consumer electronics
9522	Repair of household appliances and home and garden equipment
9523	Repair of footwear and leather goods
9524	Repair of furniture and home furnishings
9525	Repair of watches, clocks and jewellery
9529	Repair of other personal and household goods
96	Other personal service activities

ISIC CODE	ISIC DESCRIPTION
9601	Washing and (dry-)cleaning of textile and fur products
9602	Hairdressing and other beauty treatment
9603	Funeral and related activities
9604	Physical well-being activities
9609	Other personal service activities n.e.c.
SECTION T	ACTIVITIES OF HOUSEHOLDS AS EMPLOYERS; UNDIFFERENTIATED GOODS-AND SERVICES-PRODUCING ACTIVITIES OF HOUSEHOLDS FOR OWN USE
97	Activities of households as employers of domestic personnel
9700	Activities of households as employers of domestic personnel
98	Undifferentiated goods- and services-producing activities of private households for own use
9810	Undifferentiated goods-producing activities of private households for own use
9820	Undifferentiated service-producing activities of private households for own use
SECTION U	ACTIVITIES OF EXTRATERRITORIAL ORGANISATIONS AND BODIES
99	Activities of extraterritorial organizations and bodies
9900	Activities of extraterritorial organizations and bodies

5 Country Codes

The TMMi Foundation has adopted the following Country Codes which is based on the ISO 3166-1 alpha-3 standard [ISO3166]. This geographical classification shall be used for submitting country code data for assessments.

COUNTRY DESCRIPTION	CODE	CODE	COUNTRY DESCRIPTION
Afghanistan	AFG	ABW	Aruba
Åland Islands	ALA	AFG	Afghanistan
Albania	ALB	AGO	Angola
Algeria	DZA	AIA	Anguilla
American Samoa	ASM	ALA	Åland Islands
Andorra	AND	ALB	Albania
Angola	AGO	AND	Andorra
Anguilla	AIA	ANT	Netherlands Antilles
Antarctica	ATA	ARE	United Arab Emirates
Antigua and Barbuda	ATG	ARG	Argentina
Argentina	ARG	ARM	Armenia
Armenia	ARM	ASM	American Samoa
Aruba	ABW	ATA	Antarctica
Australia	AUS	ATF	French Southern Territories
Austria	AUT	ATG	Antigua and Barbuda
Azerbaijan	AZE	AUS	Australia
Bahamas	BHS	AUT	Austria
Bahrain	BHR	AZE	Azerbaijan
Bangladesh	BGD	BDI	Burundi
Barbados	BRB	BEL	Belgium
Belarus	BLR	BEN	Benin
Belgium	BEL	BFA	Burkina Faso
Belize	BLZ	BGD	Bangladesh
Benin	BEN	BGR	Bulgaria
Bermuda	BMU	BHR	Bahrain
Bhutan	BTN	BHS	Bahamas
Bolivia	BOL	BIH	Bosnia and Herzegovina
Bosnia and Herzegovina	BIH	BLM	Saint Barthélemy
Botswana	BWA	BLR	Belarus
Bouvet Island	BVT	BLZ	Belize
Brazil	BRA	BMU	Bermuda
British Indian Ocean Territory	IOT	BOL	Bolivia
Brunei Darussalam	BRN	BRA	Brazil
Bulgaria	BGR	BRB	Barbados
Burkina Faso	BFA	BRN	Brunei Darussalam
Burundi	BDI	BTN	Bhutan
Cambodia	KHM	BVT	Bouvet Island
Cameroon	CMR	BWA	Botswana
Canada	CAN	CAF	Central African Republic
Cape Verde	CPV	CAN	Canada
Cayman Islands	CYM	CCK	Cocos (Keeling) Islands
Central African Republic	CAF	CHE	Switzerland
Chad	TCD	CHL	Chile
Chile	CHL	CHN	China
China	CHN	CIV	Côte d'Ivoire
Christmas Island	CXR	CMR	Cameroon
Cocos (Keeling) Islands	CCK	COD	Congo, the Democratic Republic of the
Colombia	COL	COG	Congo, republic of
Comoros	COM	COK	Cook Islands
Congo, republic of	COG	COL	Colombia

COUNTRY DESCRIPTION	CODE	CODE	COUNTRY DESCRIPTION
Congo, the Democratic Republic of the	COD	COM	Comoros
Cook Islands	COK	CPV	Cape Verde
Costa Rica	CRI	CRI	Costa Rica
Côte d'Ivoire	CIV	CUB	Cuba
Croatia	HRV	CXR	Christmas Island
Cuba	CUB	CYM	Cayman Islands
Cyprus	CYP	CYP	Cyprus
Czech Republic	CZE	CZE	Czech Republic
Denmark	DNK	DEU	Germany
Djibouti	DJI	DJI	Djibouti
Dominica	DMA	DMA	Dominica
Dominican Republic	DOM	DNK	Denmark
Ecuador	ECU	DOM	Dominican Republic
Egypt	EGY	DZA	Algeria
El Salvador	SLV	ECU	Ecuador
Equatorial Guinea	GNQ	EGY	Egypt
Eritrea	ERI	ERI	Eritrea
Estonia	EST	ESH	Western Sahara
Ethiopia	ETH	ESP	Spain
Falkland Islands (Malvinas)	FLK	EST	Estonia
Faroe Islands	FRO	ETH	Ethiopia
Fiji	FJI	FIN	Finland
Finland	FIN	FJI	Fiji
France	FRA	FLK	Falkland Islands (Malvinas)
French Guiana	GUF	FRA	France
French Polynesia	PYF	FRO	Faroe Islands
French Southern Territories	ATF	FSM	Micronesia, Federated States of
Gabon	GAB	GAB	Gabon
Gambia	GMB	GBR	United Kingdom of Great Britain
Georgia	GEO	GEO	Georgia
Germany	DEU	GGY	Guernsey
Ghana	GHA	GHA	Ghana
Gibraltar	GIB	GIB	Gibraltar
Greece	GRC	GIN	Guinea
Greenland	GRL	GLP	Guadeloupe
Grenada	GRD	GMB	Gambia
Guadeloupe	GLP	GNB	Guinea-Bissau
Guam	GUM	GNQ	Equatorial Guinea
Guatemala	GTM	GRC	Greece
Guernsey	GGY	GRD	Grenada
Guinea	GIN	GRL	Greenland
Guinea-Bissau	GNB	GTM	Guatemala
Guyana	GUY	GUF	French Guiana
Haiti	HTI	GUM	Guam
Heard Island and McDonald Islands	HMD	GUY	Guyana
Honduras	HND	HKG	Hong Kong Special Administrative Region of China
Hong Kong Special Administrative Region of China	HKG	HMD	Heard Island and McDonald Islands
Hungary	HUN	HND	Honduras
Iceland	ISL	HRV	Croatia
India	IND	HTI	Haiti
Indonesia	IDN	HUN	Hungary
Iran, Islamic Republic of	IRN	IDN	Indonesia
Iraq	IRQ	IMN	Isle of Man
Ireland	IRL	IND	India
Isle of Man	IMN	IOT	British Indian Ocean Territory

COUNTRY DESCRIPTION	CODE	CODE	COUNTRY DESCRIPTION
Israel	ISR	IRL	Ireland
Italy	ITA	IRN	Iran, Islamic Republic of
Jamaica	JAM	IRQ	Iraq
Japan	JPN	ISL	Iceland
Jersey	JEY	ISR	Israel
Jordan	JOR	ITA	Italy
Kazakhstan	KAZ	JAM	Jamaica
Kenya	KEN	JEY	Jersey
Kiribati	KIR	JOR	Jordan
Korea, Democratic People's Republic of	PRK	JPN	Japan
Korea, Republic of	KOR	KAZ	Kazakhstan
Kuwait	KWT	KEN	Kenya
Kyrgyzstan	KGZ	KGZ	Kyrgyzstan
Lao People's Democratic Republic	LAO	KHM	Cambodia
Latvia	LVA	KIR	Kiribati
Lebanon	LBN	KNA	Saint Kitts and Nevis
Lesotho	LSO	KOR	Korea, Republic of
Liberia	LBR	KWT	Kuwait
Libyan Arab Jamahiriya	LBY	LAO	Lao People's Democratic Republic
Liechtenstein	LIE	LBN	Lebanon
Lithuania	LTU	LBR	Liberia
Luxembourg	LUX	LBY	Libyan Arab Jamahiriya
Macao Special Administrative Region of China	MAC	LCA	Saint Lucia
Macedonia, the former Yugoslav Republic of	MKD	LIE	Liechtenstein
Madagascar	MDG	LKA	Sri Lanka
Malawi	MWI	LSO	Lesotho
Malaysia	MYS	LTU	Lithuania
Maldives	MDV	LUX	Luxembourg
Mali	MLI	LVA	Latvia
Malta	MLT	MAC	Macao Special Administrative Region of China
Marshall Islands	MHL	MAF	Saint-Martin (French part)
Martinique	MTQ	MAR	Morocco
Mauritania	MRT	MCO	Monaco
Mauritius	MUS	MDA	Moldova, Republic of
Mayotte	MYT	MDG	Madagascar
Mexico	MEX	MDV	Maldives
Micronesia, Federated States of	FSM	MEX	Mexico
Moldova, Republic of	MDA	MHL	Marshall Islands
Monaco	MCO	MKD	Macedonia, the former Yugoslav Republic of
Mongolia	MNG	MLI	Mali
Montenegro	MNE	MLT	Malta
Montserrat	MSR	MMR	Myanmar
Morocco	MAR	MNE	Montenegro
Mozambique	MOZ	MNG	Mongolia
Myanmar	MMR	MNP	Northern Mariana Islands
Namibia	NAM	MOZ	Mozambique
Nauru	NRU	MRT	Mauritania
Nepal	NPL	MSR	Montserrat
Netherlands	NLD	MTQ	Martinique
Netherlands Antilles	ANT	MUS	Mauritius
New Caledonia	NCL	MWI	Malawi
New Zealand	NZL	MYS	Malaysia
Nicaragua	NIC	MYT	Mayotte
Niger	NER	NAM	Namibia
Nigeria	NGA	NCL	New Caledonia

COUNTRY DESCRIPTION	CODE	CODE	COUNTRY DESCRIPTION
Niue	NIU	NER	Niger
Norfolk Island	NFK	NFK	Norfolk Island
Northern Mariana Islands	MNP	NGA	Nigeria
Norway	NOR	NIC	Nicaragua
Oman	OMN	NIU	Niue
Pakistan	PAK	NLD	Netherlands
Palau	PLW	NOR	Norway
Palestinian Territory, Occupied	PSE	NPL	Nepal
Panama	PAN	NRU	Nauru
Papua New Guinea	PNG	NZL	New Zealand
Paraguay	PRY	OMN	Oman
Peru	PER	PAK	Pakistan
Philippines	PHL	PAN	Panama
Pitcairn	PCN	PCN	Pitcairn
Poland	POL	PER	Peru
Portugal	PRT	PHL	Philippines
Puerto Rico	PRI	PLW	Palau
Qatar	QAT	PNG	Papua New Guinea
Réunion	REU	POL	Poland
Romania	ROU	PRI	Puerto Rico
Russian Federation	RUS	PRK	Korea, Democratic People's Republic of
Rwanda	RWA	PRT	Portugal
Saint Barthélemy	BLM	PRY	Paraguay
Saint Helena	SHN	PSE	Palestinian Territory, Occupied
Saint Kitts and Nevis	KNA	PYF	French Polynesia
Saint Lucia	LCA	QAT	Qatar
Saint Pierre and Miquelon	SPM	REU	Réunion
Saint Vincent and Grenadines	VCT	ROU	Romania
Saint-Martin (French part)	MAF	RUS	Russian Federation
Samoa	WSM	RWA	Rwanda
San Marino	SMR	SAU	Saudi Arabia
Sao Tome and Principe	STP	SDN	Sudan
Saudi Arabia	SAU	SEN	Senegal
Senegal	SEN	SGP	Singapore
Serbia	SRB	SGS	South Georgia and the South Sandwich Islands
Seychelles	SYC	SHN	Saint Helena
Sierra Leone	SLE	SJM	Svalbard and Jan Mayen Islands
Singapore	SGP	SLB	Solomon Islands
Slovakia	SVK	SLE	Sierra Leone
Slovenia	SVN	SLV	El Salvador
Solomon Islands	SLB	SMR	San Marino
Somalia	SOM	SOM	Somalia
South Africa	ZAF	SPM	Saint Pierre and Miquelon
South Georgia and the South Sandwich Islands	SGS	SRB	Serbia
Spain	ESP	STP	Sao Tome and Principe
Sri Lanka	LKA	SUR	Suriname
Sudan	SDN	SVK	Slovakia
Suriname	SUR	SVN	Slovenia
Svalbard and Jan Mayen Islands	SJM	SWE	Sweden
Swaziland	SWZ	SWZ	Swaziland
Sweden	SWE	SYC	Seychelles
Switzerland	CHE	SYR	Syrian Arab Republic
Syrian Arab Republic	SYR	TCA	Turks and Caicos Islands
Taiwan, Province of China	TWN	TCD	Chad
Tajikistan	TJK	TGO	Togo

COUNTRY DESCRIPTION	CODE	CODE	COUNTRY DESCRIPTION
Tanzania, United Republic of	TZA	THA	Thailand
Thailand	THA	TJK	Tajikistan
Timor-Leste	TLS	TKL	Tokelau
Togo	TGO	TKM	Turkmenistan
Tokelau	TKL	TLS	Timor-Leste
Tonga	TON	TON	Tonga
Trinidad and Tobago	TTO	TTO	Trinidad and Tobago
Tunisia	TUN	TUN	Tunisia
Turkey	TUR	TUR	Turkey
Turkmenistan	TKM	TUV	Tuvalu
Turks and Caicos Islands	TCA	TWN	Taiwan, Province of China
Tuvalu	TUV	TZA	Tanzania, United Republic of
Uganda	UGA	UGA	Uganda
Ukraine	UKR	UKR	Ukraine
United Arab Emirates	ARE	UMI	United States Minor Outlying Islands
United Kingdom of Great Britain	GBR	URY	Uruguay
United States Minor Outlying Islands	UMI	USA	United States of America
United States of America	USA	UZB	Uzbekistan
Uruguay	URY	VAT	Vatican City State
Uzbekistan	UZB	VCT	Saint Vincent and Grenadines
Vanuatu	VUT	VEN	Venezuela, Bolivarian Republic of
Vatican City State	VAT	VGB	Virgin Islands, British
Venezuela, Bolivarian Republic of	VEN	VIR	Virgin Islands, U.S.
Viet Nam	VNM	VNM	Viet Nam
Virgin Islands, British	VGB	VUT	Vanuatu
Virgin Islands, U.S.	VIR	WLF	Wallis and Futuna
Wallis and Futuna	WLF	WSM	Samoa
Western Sahara	ESH	YEM	Yemen
Yemen	YEM	ZAF	South Africa
Zambia	ZMB	ZMB	Zambia
Zimbabwe	ZWE	ZWE	Zimbabwe

6 Glossary

appraisal	See Assessment
appraisal method	See Method
appraisal model	See Model
appraisal sponsor	See Sponsor
appraisal team	See Assessment Team
appraisal team leader	See Assessment Team Leader
appraisal team member	See Assessment Team Member
appraiser	See Assessor
assessment	The process by which an Organization is Assessed by an Assessment Team
assessment leader	See Assessment Team Leader
assessment method	See Method
assessment model	See Model
assessment organizer	This is a role which is either filled or delegated by the Assessment Sponsor. The purpose of the role is to organize the Assessment on the user-side (that is, within the Organization or Organizational Area being Assessed)
assessment sponsor	This is a person who is internal to the organization being assessed who is providing resources and impetus for the Assessment to take place
assessment team	The team of people conducting an Assessment, made up of Assessment Team Members
assessment team leader	The person who leads an Assessment. For a Formal Assessment, this must be an accredited and trained Lead Assessor
assessment team member(s)	One or more people who are part of the team conducting an Assessment. The Assessment Team Leader is also an Assessment Team Member. People who are Assessment Team Members are also known as Assessors
assessment type	Level of assessment rigor; either Formal or Informal
assessor(s)	One or more people who are carrying out an Assessment against an organization or a business unit or area within an organization. The title of Assessor refers to any member of the Assessment Team, whether they are a Lead Assessor or an Assessment Team Member.
experienced assessor	Assessor with demonstrable working experience of undertaking formal evaluations against models (may be unaccredited Trainee Assessor).
formal assessment	This is the more rigorous of the two Types of Assessment, leading to a fully verifiable benchmark rating. Each process attribute must be corroborated by interview and artifact reviews, with the option to collect additional evidence
informal assessment	This is the less rigorous of the two Types of Assessment. Each process attribute is supported by one source only, which may not be validated
ISO/IEC 15504	“Information technology – Process Assessment: Part 2 – Performing an Assessment.” This is the International standard governing Assessment of processes within information technology organizations
lead appraiser	See Lead Assessor
lead assessor	A person who is accredited by the TMMi Foundation as competent to lead and participate in any Type of Assessment
method	A prescribed Process, Procedures and Tools for undertaking TMMi Assessments

model	A defined reference model of Maturity Levels, Process Areas and Specific and Generic Goals and Practices – referenced by Methods when assessing Processes
organization	This refers to either the entire business, or a distinct self-contained independently managed element within a wider corporate entity
organizational scope	The collection of projects and support functions that provides institutionalization of practices used within, and representative of, an organizational unit
organizational unit	The part of an organization that is the subject of an appraisal. An organizational unit deploys one or more processes that have a coherent process context and operates within a coherent set of business objectives. An organizational unit is typically part of a larger organization, although in a small organization, the organizational unit may be the whole organization. [Derived from CMMI model glossary, ISO 98b]
sponsor	See Assessment Sponsor
TAMAR	This is an acronym, which stands for TMMi Assessment Model Application Requirements
test maturity model integration	The ‘Test Maturity Model Integration’ published by the TMMi Foundation
TMMi	See Test Maturity Model Integration
trainee assessor	This refers a person who may be inexperienced in Assessments, and thus is not yet accredited as a full Assessor
trainee appraiser	See Trainee Assessor
type of assessment	See Assessment Type

7 References

- [ISO 3166] ISO 3166-1(2006), *Codes for the representation of names of countries and their subdivisions -- Part 1: Country codes*, International Organization of Standardization
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- [TAMAR] TMMi Assessment Method Application Requirements (2009), *TMMi Assessment Method Application Requirements Version 2.0*, TMMi Foundation
- [TMMi] Test Maturity Model Integration (2009), *Test Maturity Model Integration (TMMi) Version 2.0*, TMMi Foundation