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| Project Scope Statement  2017 Version  Release 1 |
| Original Approval Date: 2007  Last Reviewed Date: Q4, 2016  Review Cycle: Annual |
| HL7 Project Management Office  Project Services Work Group |
|  |
| **Point of Contact Name and Email:**  **David Hamill (**[**pmo@hl7.org**](mailto:pmo@hl7.org)**)**  **Co-Chairs of Project Services Work Group:** [**http://www.hl7.org/Special/committees/projectServices/leadership.cfm**](http://www.hl7.org/Special/committees/projectServices/leadership.cfm) |
| **Publication Date: January, 2017** |
|  |
| URL to download document:  <http://www.hl7.org/permalink/?ProjectScopeStatement> |
|  |
| For prior versions of this document refer to:  <http://www.hl7.org/Special/committees/projectServices/docs.cfm> |

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| The objective of this document is to communicate the type of activities a group is undertaking to achieve specific objectives or to produce specific work products. It’s intended for projects to produce standards or Implementation Guides as well as infrastructure projects. |

**Template Usage Information:**

1. Project Name and ID

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| --- | --- | --- | --- | --- |
| [*Click here*](#Project_Name_help) *to go to Appendix A for more info regarding this section including guidance on naming conventions.* | | | | *An ID will be assigned by Project Insight* |
| **Revised ballot process** | | | | Project ID: |
|  | **X** | TSC Notification Informative/STU to Normative | Date : | |
|  | | | |
|  |  | Investigative Project (aka PSS-Lite) | Date : | |
|  | | | | |

1. Sponsoring Group(s) / Project Team

[*Click here*](#Sponsoring_Group_help) *to go to Appendix A for more information regarding this section.*

* 1. Primary Sponsor/Work Group

|  |  |
| --- | --- |
| Primary Sponsor/Work Group  **(1 (And Only 1) Allowed)** | **FHIR Management Group (FMG)** |

* 1. Co-sponsor Work Group(s)

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| 1. Co-sponsor Work Group(s) 2. (Enter co-sponsor approval dates in Section 6.d Project Approval Dates) | Standards Governance Board (SGB) |
| Indicate the level of involvement that the co-sponsor will have for this project:   |  |  |  | | --- | --- | --- | |  | Request formal content review prior to ballot | | | X | Request periodic project updates. Specify period: | Monthly | | |  | Other Involvement. Specify details here: |  | | | |

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| Co-sponsor Work Group(s)  (Enter co-sponsor approval dates in Section 6.d Project Approval Dates) | Modeling & Methodology |
| Indicate the level of involvement that the co-sponsor will have for this project:   |  |  |  | | --- | --- | --- | | X | Request formal content review prior to ballot | | |  | Request periodic project updates. Specify period: |  | | |  | Other Involvement. Specify details here: |  | | | |

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| Co-sponsor Work Group(s)  (Enter co-sponsor approval dates in Section 6.d Project Approval Dates) | Publishing |
| Indicate the level of involvement that the co-sponsor will have for this project:   |  |  |  | | --- | --- | --- | | X | Request formal content review prior to ballot | | |  | Request periodic project updates. Specify period: |  | | |  | Other Involvement. Specify details here: |  | | | |

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| Co-sponsor Work Group(s)  (Enter co-sponsor approval dates in Section 6.d Project Approval Dates) | EST |
| Indicate the level of involvement that the co-sponsor will have for this project:   |  |  |  | | --- | --- | --- | | X | Request formal content review prior to ballot | | |  | Request periodic project updates. Specify period: |  | | |  | Other Involvement. Specify details here: |  | | | |

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| --- | --- |
| Co-sponsor Work Group(s)  (Enter co-sponsor approval dates in Section 6.d Project Approval Dates) | Domain Experts Steering Division (DESD) |
| Indicate the level of involvement that the co-sponsor will have for this project:   |  |  |  | | --- | --- | --- | |  | Request formal content review prior to ballot | | |  | Request periodic project updates. Specify period: | Monthly, at WGMs, etc. | | |  | Other Involvement. Specify details here: | Enter other involvement here | | | |

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| --- | --- |
| Co-sponsor Work Group(s)  (Enter co-sponsor approval dates in Section 6.d Project Approval Dates) | Foundation & Technology Steering Division (FTSD) |
| Indicate the level of involvement that the co-sponsor will have for this project:   |  |  |  | | --- | --- | --- | |  | Request formal content review prior to ballot | | |  | Request periodic project updates. Specify period: | Monthly, at WGMs, etc. | | |  | Other Involvement. Specify details here: | Enter other involvement here | | | |

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| --- | --- |
| Co-sponsor Work Group(s)  (Enter co-sponsor approval dates in Section 6.d Project Approval Dates) | Structure and Semantic Design Steering Division (SSDSD) |
| Indicate the level of involvement that the co-sponsor will have for this project:   |  |  |  | | --- | --- | --- | |  | Request formal content review prior to ballot | | |  | Request periodic project updates. Specify period: | Monthly, at WGMs, etc. | | |  | Other Involvement. Specify details here: | Enter other involvement here | | | |

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| --- | --- |
| Co-sponsor Work Group(s)  (Enter co-sponsor approval dates in Section 6.d Project Approval Dates) | Technical and Support Services Steering Division (TSSSD) |
| Indicate the level of involvement that the co-sponsor will have for this project:   |  |  |  | | --- | --- | --- | |  | Request formal content review prior to ballot | | |  | Request periodic project updates. Specify period: | Monthly, at WGMs, etc. | | |  | Other Involvement. Specify details here: | Enter other involvement here | | | |

* 1. Project Team

*All names should have confirmed their role in the project prior to submission to the TSC.*

|  |  |
| --- | --- |
| Project facilitator (**1** **Mandatory**) | **Lloyd McKenzie** |
| Other interested parties and their roles |  |
| Multi-disciplinary project team (recommended) |  |
| Modeling facilitator |  |
| Publishing facilitator | **Lynn Laakso** |
| Vocabulary facilitator | **Ted Klein** |
| Domain expert rep |  |
| Business requirement analyst |  |
| Conformance facilitator (for IG projects) |  |
| Other facilitators (SOA, etc) |  |
|  |  |
| Implementers **(2** **Mandatory** for STU projects)  ***FHIR Project Note:*** *The implementer requirement will be handled by the “balloting” project. Therefore work groups do not fill out the above section. However, feel free to list implementers specific to your work group’s resources if you know of any.* | |
| 1) FMG will trial the process | |
| 2) | |

1. Project Definition
   1. Project Scope

[*Click here*](#Project_Scope_help) *to go to Appendix A for more information regarding this section and FHIR project instructions.*

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| **Revamp the existing ballot process to move away from the use of spreadsheets and rely more on computer-based issue tracking for direct management of the ballot process. The project will ensure that ANSI and key HL7 organizational requirements (e.g. restrictions on who can ballot) are met and will ensure support the needs of ballot submitters including organizational and affiliate members. The process will include support for mixed (Draft/STU/Normative) ballots (balloting of one artifact with a mixture of different ballot status artifacts). It may result in recommendations to the TSC for changes to the GOM and/or HL7 Essential Requirements. The project will also incorporate processes and tooling to manage tracking of comments after publication and between ballot cycles.** |

* 1. Project Need

[*Click here*](#Project_Need_help) *to go to Appendix A for more information regarding this section and FHIR project instructions.*

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| **The use of a formal tracker has proven essential to managing the massive amount of ballot and non-ballot feedback provided to the FHIR specification. Using it has created numerous benefits, including: - increased transparency within the organization and to submitters – everyone knows what comments have been submitted, what comments others have made and has the ability to make their own comments**  **- improved ability to manage comments across work groups – comments are easily transferred with no risk of loss and no difficulty generating a combined reconciliation sheet**  **- single source of truth reflecting current state of disposition across work groups allows improved oversight and management**  **- increased the quality of dispositions (ensured disposition matches ballot type, ensure vote is appropriately recorded, ensure changes are marked as substantive or not)**  **- retention of institutional memory around past decisions and ability to gather metrics about which areas are subject to most change**  **However, the current FHIR ballot process suffers from a few significant issues:**  **- the gForge tool is not capable of enforcing many of the quality rules – these must be reported after-the-fact by a hacked-together tool that queries the gForge data base. This means issues are not fixed immediately and may not be fixed without significant manual prodding**  **- Inputs coming in by spreadsheet involve significant manual effort by editors to “clean” the message content such that information is in the correct columns with legal values to allow searching and categorizing within the online tool.**  **- In order to load the cleaned amalgamated spreadsheets into the issue tracking tool, a hacky tool is used to manipulate the issue tracking tool to load content**  **- Because issues are loaded by an import tool rather than being entered directly by balloters, they are not notified of subsequent updates, comment or resolution as discussions are occurring unless they manually subscribe to each item**  **- Those who use the tracker-based reporting for ballot comments must manually copy those comments into spreadsheets for submission as part of the ballot process**  **The cost of these issues is too high for the editors managing the process and the present process forgoes a number of benefits that could be achieved through direct balloting within a tracking tool, including the possibility of integrating ballot submission directly into online published specifications. This project will devise a ballot mechanism that meets ANSI requirements while making use of modern tools and ensures more direct engagement with balloters.**  **While the project will be trialed by FHIR, it will impact most work groups. As well, the TSC has indicated an intention that all of HL7 will use a consistent balloting process. Therefore, all steering divisions will be involved in evaluation of the new process.** |

* 1. Security Risks

[*Click here*](#Security_Risks_help) *to go to Appendix A for more information regarding this section.*

|  |  |  |  |
| --- | --- | --- | --- |
| Will this project produce executable(s), for example, schemas, transforms, style sheets, executable program, etc. If so the project must review and document security risks. Refer to Appendix A for additional instructions. |  | X | **Yes** |
|  |  | **No** |
|  |  | **Unknown** |

* 1. External Drivers

[*Click here*](#External_Drivers_help) *to go to Appendix A for more information regarding this section.*

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| --- |
| **N/A** |

* 1. Project Objectives / Deliverables / Target Dates

|  |  |
| --- | --- |
| *Within each row, enter the explicit work product(s) / objective(s). Indicate their target date at the right in WGM/Ballot Cycle format. Include the project end date as the last objective (for standards projects, the end date will be the projected ANSI approval date).*  [*Click here*](#Project_Obj_Del_TgtDates_help) *for further information, FHIR project instructions, and an* [*EXAMPLE*](#Project_Obj_Del_TgtDates_Example_help) | **Target Date** *(in WGM or ballot cycle format, e.g.*  *‘2017 Sept WGM’ or*  *‘2017 Jan Ballot’)* |
| **Requirements for new process & tooling and straw man of high-level proposed process** | **2017 Apr (15th)** |
| **Draft proposed ballot process and create proof of concept using tooling environment** | **2017 May WGM** |
| **Test ballot process with a “fake” ballot to get feedback from both balloters and work groups involved in reconciliation** | **2017 Sept WGM** |
| **Identify needed changes to HL7 process rules, if any, and initiate changes. Migrate existing tracker items to new tool** | **2018 Jan WGM** |
| **Test ballot process in FHIR IG ballots** | **2018 May WGM** |
| **Plan to roll the process out to the remainder** | **2018 Sept WGM** |
| **Project End Date (all objectives have been met)** | **2018 Dec** |

* 1. Common Names / Keywords / Aliases

[*Click here*](#Common_Names_Keys_Aliasis_help) *to go to Appendix A for more information regarding this section.*

|  |
| --- |
| **N/A** |

* 1. Lineage

[*Click here*](#Lineage_help) *to go to Appendix A for more information regarding this section.*

|  |
| --- |
| **N/A** |

* 1. Project Dependencies

[*Click here*](#Project_Dependencies_help) *to go to Appendix A for more information regarding this section.*

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| **Will consider requirements from the *Developing requirements for logging issues/comments across standards* project with the interest of aligning tooling solutions** |

* 1. Project Document Repository Location

[*Click here*](#Project_Doc_Repository_Location_help) *to go to Appendix A for more information regarding this section.*

|  |
| --- |
| <http://gforge.hl7.org/svn/fhir/trunk/documents/ballotprocess> |

* 1. Backwards Compatibility

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Are the items being produced by this project backward compatible? |  |  | Yes |  |  | No |  |  | Unknown |  | X | N/A |
|  |  |  |  |  |  |  |  |
| If you check 'Yes' please indicate the earliest prior release and/or version to which the compatibility applies: | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| For V3, are you using the current data types?  (Refer to [TSC position statement on new projects using R2B](#TSC_position_statement_on_R2B) for more information on the current V3 data types) |  |  | Yes |  |  | No |  |  | Unknown |  | X | N/A |
|  | | |  | | |  |  |  |  |  |  |
| If you check 'No' please explain the reason: | | | | | | | | | | | | |
|  | | | | | | | | | | | | |

* 1. External Vocabularies

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Will this project include/reference external vocabularies? |  |  | Yes |  |  | No |  |  | Unknown |  | X | N/A |
|  |  |  |  |  |  |  |  |  |  |  |  |
| If yes, please list the vocabularies: | | | | | | | | | | | | |

1. Products (check all that apply)

[*Click here*](#Products_help) *to go to Appendix A for more information regarding this section*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Arden Syntax |  |  | V2 Messages – Administrative |
|  | Clinical Context Object Workgroup (CCOW) |  |  | V2 Messages – Clinical |
|  | Domain Analysis Model (DAM) |  |  | V2 Messages – Departmental |
|  | Electronic Health Record (EHR) Functional Profile |  |  | V2 Messages – Infrastructure |
|  | FHIR Extensions |  |  | V3 Domain Information Model (DIM / DMIM) |
|  | FHIR Implementation Guide |  |  | V3 Documents – Administrative (e.g. SPL) |
|  | FHIR Profiles |  |  | V3 Documents – Clinical (e.g. CDA) |
|  | FHIR Resources |  |  | V3 Documents – Knowledge |
|  | Guidance (e.g. Companion Guide, Cookbook, etc) |  |  | V3 Foundation – RIM |
|  | Logical Model |  |  | V3 Foundation – Vocab Domains & Value Sets |
|  | New/Modified/HL7 Policy/Procedure/Process |  |  | V3 Messages – Administrative |
|  | New Product Definition (please define below) |  |  | V3 Messages – Clinical |
|  | New Product Family (please define below) |  |  | V3 Messages – Departmental |
| X | Non Product Project - (Educ. Marketing, Elec. Services, etc.) |  |  | V3 Messages – Infrastructure |
|  | White Paper |  |  | V3 Rules – GELLO |
|  |  |  |  | V3 Services – Java Services (ITS Work Group) |
|  | Creating/Using a tool not listed in the [HL7 Tool Inventory](http://hl7-tools.herokuapp.com/) |  |  | V3 Services – Web Services (SOA) |

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1. Project Intent (check all that apply)

[*Click here*](#Project_Intent_help) *to go to Appendix A for more information regarding this section and FHIR project instructions.*

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Create new standard | | | |  |  | Supplement to a current standard | | |
|  | Revise current standard (see text box below) | | | |  |  | Implementation Guide (IG) will be created/modified | | |
|  | Reaffirmation of a standard | | | |  |  | Project is adopting/endorsing an externally developed IG: | | |
| X | New/Modified HL7 Policy/Procedure/Process | | | |  |  | Specify external organization in Sec. 6 below; | | |
|  | Withdraw an Informative Document | | | |  |  | Externally developed IG is to be (select one): | | |
|  | White Paper (select one): | | | |  |  | Adopted - OR - |  | Endorsed |
|  |  | Balloted Informative OR |  | Non-balloted WG White Paper |  |  | N/A (Project not directly related to an HL7 Standard) | | |

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* 1. Ballot Type (check all that apply)

[*Click here*](#Ballot_Type_help) *to go to Appendix A for more information regarding this section and FHIR project instructions.*

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| --- | --- | --- | --- | --- | --- | --- |
|  | Comment (aka Comment-Only) | | |  |  | Joint Ballot (with other SDOs) |
| X | Informative | | |  |  | N/A (project won’t go through ballot) |
|  | STU to Normative - OR - |  | Normative (no STU) |  |  |  |

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* 1. Joint Copyright

[*Click here*](#Joint_Copyright_help) *to go to Appendix A for more information regarding this section*

*Check this box if you will be pursuing a joint copyright. Note that when this box is checked, a Joint Copyright Letter of Agreement must be submitted to the TSC in order for the PSS to receive TSC approval.*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Joint Copyrighted Material will be produced? |  |  | Yes |  | X | No |  |  |

1. Project Logistics
   1. External Project Collaboration

[*Click here*](#External_Project_Collaboration_help) *to go to Appendix A for more information regarding this section and FHIR project instructions.*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **N/A** | | | | | | | |
| For projects that have some of their content already developed: | | | | | | | |
| How much content for this project is already developed? |  | | | | | | |
| Was the content externally developed (Y/N)? |  | | | | | | |
| Is this a hosted (externally funded) project?  (not asking for amount just if funded) |  |  |  |  |  |  | |
|  |  | Yes |  |  | No |

* 1. Realm

[*Click here*](#Realm_help) *to go to Appendix A for guidelines regarding choosing Universal or Realm Specific.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| X | Universal - OR - |  |  | Realm Specific |
|  | |  |  | Check here if this standard balloted or was previously approved as realm specific standard |
|  | |  | | |

* 1. Stakeholders / Vendors / Providers

[*Click here*](#Stakeholders_Customers_Providers_help) *to go to Appendix A for more information regarding this section*

*This section must be completed for projects containing items expected to be ANSI approved, as it is an ANSI requirement for all ballots*

|  |  |  |  |
| --- | --- | --- | --- |
| **Stakeholders** | | **Vendors** | **Providers** |
| Clinical and Public Health Laboratories | | Pharmaceutical | Clinical and Public Health Laboratories |
| Immunization Registries | | EHR, PHR | Emergency Services |
| Quality Reporting Agencies | | Equipment | Local and State Departments of Health |
| Regulatory Agency | | Health Care IT | Medical Imaging Service |
| Standards Development Organizations (SDOs) | | Clinical Decision Support Systems | Healthcare Institutions (hospitals, long term care, home care, mental health) |
| Payors | | Lab | Other (specify in text box below) |
| Other (specify in text box below) | | HIS | N/A |
| N/A | | Other (specify below) |  |
|  | | N/A |  |
| |  | | --- | | All balloters and work groups | | | |

* 1. Project Approval Dates

[*Click here*](#Project_Approval_Dates_help) *to go to Appendix A for more information regarding this section.*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Affiliate Approval Date (for Affiliate Specific Projects): | **N/A** | | | | | | | | |
| US Realm Steering Committee Approval Date  (for US Realm Specific Projects): | **N/A** | | | | | | | | |
| Sponsoring Work Group Approval Date: | **2017-01-16** | | | | | | | | |
| MnM Co-Sponsor Group Approval Date | **Co-Sponsor Approval Date CCYY-MM-DD** | | | | | | | | |
| Publishing Co-Sponsor Group Approval Date | **Co-Sponsor Approval Date CCYY-MM-DD** | | | | | | | | |
| EST Co-Sponsor Group Approval Date | **Co-Sponsor Approval Date CCYY-MM-DD** | | | | | | | | |
| DESD Co-Sponsor Group Approval Date | **Co-Sponsor Approval Date CCYY-MM-DD** | | | | | | | | |
| FTSD Co-Sponsor Group Approval Date | **Co-Sponsor Approval Date CCYY-MM-DD** | | | | | | | | |
| SSDSD Co-Sponsor Group Approval Date | **Co-Sponsor Approval Date CCYY-MM-DD** | | | | | | | | |
| TSSSD Co-Sponsor Group Approval Date | **Co-Sponsor Approval Date CCYY-MM-DD** | | | | | | | | |
| FHIR Project: [FHIR Management Group](http://www.hl7.org/Special/committees/fhirmg/leadership.cfm) Approval Date: | **N/A** | | | | | | | | |
| Architectural Review Board Approval Date:  (required for externally developed content) | **N/A** | | | | | | | | |
| Steering Division (of Primary Sponsor WG) Approval Date: | **N/A** | | | | | | | | |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Last [PBS Metrics Score](http://gforge.hl7.org/gf/project/tsc/frs/?action=FrsReleaseBrowse&frs_package_id=169): |  | Green |  | Yellow |  | Red | | [PBS Metrics Reviewed](http://gforge.hl7.org/gf/download/docmanfileversion/9076/13967/PBS%20Metric%20Guidance%20for%20SD%20CoChairs%202016%20Final.doc)? (required for SD Approval if not green) | | |  | Yes |  | No | | | | | | | | | | |
| Technical Steering Committee Approval Date: | **TSC Approval Date CCYY-MM-DD** | | | | | | | | |
| TSC has received a Copyright/Distribution Agreement (containing the verbiage outlined within the SOU), signed by both parties. |  | | |  |  |  |  | |  |
|  |  | Yes |  | No | |  | N/A | |