**NOTE**: To use Track Changes, turn off “protection” by clicking on (pre-MS Word 2007) Tools > Unprotect Document or (MS Word 2007 and higher) Review > Protect Document.

**PSS-Lite/Investigative Projects: Sections surrounded by a BOLD OUTLINE must be completed for approval of "Investigative Projects" (a.k.a PSS-Lite).**

1. Project Name and ID

|  |  |
| --- | --- |
|  |  |
| **Publishing Template for Work Group White Papers (WGWP)** | Project ID:  |
|

|  |  |
| --- | --- |
| [ ]  | TSC Notification Informative/DSTU to Normative Date :  |

 |  |
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|  |  |
| --- | --- |
| [ ]  | Investigative Project Date :  |

 |

1. Sponsoring Group(s) / Project Team

|  |  |
| --- | --- |
| Primary Sponsor/Work Group (**1 Mandatory**)  | **Publishing** |
| Co-sponsor Work Group(s) |  |
| Co-Sponsor Group Approval Date |  |
| 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:  |  |
| [ ]  | Other Involvement. Specify details here:  |  |

 |
|  |  |
| **Project Team:** |  |
| Project facilitator (**1** **Mandatory**) | **Freida Hall** |
| Other interested parties and their roles |  |
| Multi-disciplinary project team (recommended) |  |
|  Modeling facilitator |  |
|  Publishing facilitator |  |
|  Vocabulary facilitator |  |
|  Domain expert rep | Lynn Laakso |
|  Business requirement analyst |  |
|  Conformance facilitator (for IG projects) |  |
|  Other facilitators (SOA, SAIF) |  |
|  |  |
| Implementers **(2** **Mandatory** for DSTU 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)  |
| 2)  |

1. Project Definition
	1. Project Scope

|  |
| --- |
| **The project will create a template for Work Group White Papers that will be not be formally balloted at HL7, but are to be published by the Work Group. This template shall have a ‘disclaimer’ statement that it has not been balloted or subject to formal review by full HL7 organization. PIC has recommended a template without the HL7 logo so that it is visually apparent that it is not a formal HL7-endorsed artifact.** **Unless otherwise determined in the course of the project, balloted white papers will use the existing Informative Document publishing template, and follow Informative ballot procedures.** |

* 1. Project Need

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| --- |
| **Work Groups are finding a need to create white papers that are evaluated and approved by their Work Group, or the HL7 community at large. Publishing must ensure that all of our published products meet an acceptable level of quality and provide our members that are producing these materials with the tools necessary to be successful. A Work Group white paper template will ensure we have consistent submissions.**  |

* 1. Success Criteria

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| --- |
| **The production of a template or templates that define a consistent presentation for white paper materials.** |

* 1. Project Risks

|  |  |
| --- | --- |
| Risk Description:  | **Insufficient resource to complete the work.** |
| Impact:  |

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  Critical | [ ]  Serious | [x]  Significant | [ ]  Low |

 |
| Likelihood:  |

|  |  |  |
| --- | --- | --- |
| [ ]  High | [x]  Med | [ ]  Low |

 |
| Risk Type:  |

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  Requirements | [x]  Resources | [ ]  Social-Political | [ ]  Technology |

 |
| Risk To HL7:  |

|  |  |  |  |
| --- | --- | --- | --- |
| [x]  Internal to HL7 |  | [ ]  External to HL7 |  |

 |
| Mitigation Plan:  | **None** |
|  |

* 1. Security Risks

|  |  |  |  |
| --- | --- | --- | --- |
| Will this project produce executable(s), for example, schemas, transforms, stylesheets, executable program, etc. If so the project must review and document security risks. | [ ]  Yes | [x]  No | [ ]  Unknown |

* 1. External Drivers

|  |
| --- |
| **None** |

* 1. Project Objectives / Deliverables / Target Dates

|  |  |
| --- | --- |
|  | **Target Date** |
| Preparation of initial template(s) for review | February 29, 2016 |
| Collect feedback from editors and other interested parties using simple Peer Review process; also announce to Co-chair list | March 1-25, 2016 |
| Produce final template(s) | March 30 2016 |
| Ratify templates with final Publishing WG vote | April 5, 2016 (Publishing Call) |
| Roll out via May 2016 GOM update and inclusion in Co-chair Handbook | May 2016 |

* 1. Common Names / Keywords / Aliases
	2. Lineage

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| --- |
|  |

* 1. Project Requirements

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| --- |
| **Need to ensure HL7 publishing criteria are followed****Need to ensure basic quality of HL7 balloted artifacts is maintained****Need to ensure HL7 published artifacts are easily understood** **Additional requirements included below as drafted for the Co-Chair Handbook** |

* 1. Project Dependencies

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| --- |
|  |

* 1. Project Document Repository Location

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| --- |
|  |

* 1. Backwards Compatibility

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are the items being produced by this project backward compatible? | [ ]  Yes | [ ]  No | [ ]  Unknown | [x]  N/A |
|  |
| For V3, are you using the current data types?  | [ ]  Yes | [ ]  No |  |  |
| If you check 'No' please explain the reason:  |
|  |

* 1. External Vocabularies

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

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

1. Products

|  |  |  |  |  |  |
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| --- | --- |
| [x]  | Non Product Project- (Educ. Marketing, Elec. Services, etc.)  |

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| [ ]  | V3 Domain Information Model (DIM / DMIM) |

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| [ ]  | Arden Syntax |

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| --- | --- |
| [ ]  | V3 Documents – Administrative (e.g. SPL) |

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| [ ]  | Clinical Context Object Workgroup (CCOW) |

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| [ ]  | V3 Documents – Clinical (e.g. CDA) |

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| --- | --- |
| [ ]  | Domain Analysis Model (DAM) |

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| --- | --- |
| [ ]  | V3 Documents - Knowledge |

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| --- | --- |
| [ ]  | Electronic Health Record (EHR) Functional Profile |

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| [ ]  | V3 Foundation – RIM |

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| --- | --- |
| [ ]  | Logical Model |

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| --- | --- |
| [ ]  | V3 Foundation – Vocab Domains & Value Sets |

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| [ ]  | V2 Messages – Administrative |

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|  |  |
| --- | --- |
| [ ]  | V3 Messages - Administrative |

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|  |  |
| --- | --- |
| [ ]  | V2 Messages - Clinical |

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|  |  |
| --- | --- |
| [ ]  | V3 Messages - Clinical |

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|  |  |
| --- | --- |
| [ ]  | V2 Messages - Departmental |

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|  |  |
| --- | --- |
| [ ]  | V3 Messages - Departmental |

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| --- | --- |
| [ ]  | V2 Messages – Infrastructure |

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| --- | --- |
| [ ]  | V3 Messages - Infrastructure |

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| --- | --- |
| [ ]  | FHIR Resources |

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| --- | --- |
| [ ]  | V3 Rules - GELLO |

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| --- | --- |
| [ ]  | FHIR Profiles |

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| --- | --- |
| [ ]  | V3 Services – Java Services (ITS Work Group) |

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|  |  |
| --- | --- |
| [ ]  | New/Modified/HL7 Policy/Procedure/Process |

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|  |  |
| --- | --- |
| [ ]  | V3 Services – Web Services (SOA) |

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| --- | --- |
| [ ]  | New Product Definition |

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| --- | --- |
| [ ]  | New Product Family  |

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1. Project Intent (check all that apply)

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| --- | --- |
| [ ]  | Create new standard |
| [ ]  | Revise current standard (**see text box below**) |
| [ ]  | Reaffirmation of a standard |
| [ ] [ ]  | New/Modified HL7 Policy/Procedure/ProcessWithdraw an Informative Document |
| [x]  | N/A (Project not directly related to an HL7 Standard) |

 |

|  |  |
| --- | --- |
| [ ]  | Supplement to a current standard |
| [ ]  | Implementation Guide (IG) will be created/modified |
|  | Project is adopting/endorsing an externally developed IG: Specify external organization in Sec. 6 below; Externally developed IG is to be (select one): |
| [ ]  | Adopted - OR - [ ]  Endorsed |  | Endorsed |

 |
|  |

* 1. Ballot Type (check all that apply)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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| --- | --- |
| [ ]  | Comment Only |
| [ ]  | Informative |
| [ ]  | DSTU to Normative |

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| --- | --- |
| [ ]  | Normative (no DSTU) |
| [ ]  | Joint Ballot (with other SDOs or HL7 Work Groups) |
| [x]  | N/A (project won’t go through ballot) |

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* 1. Joint Copyright

*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.*

|  |  |  |
| --- | --- | --- |
|

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| --- | --- |
| [ ]  | Joint Copyrighted Material will be produced |

 |

1. Project Logistics
	1. External Project Collaboration

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| --- |
|  |
| 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)?  |  |
| Date of external content review by the ARB? |  |
| Is this a hosted (externally funded) project? (not asking for amount just if funded) | [ ]  Yes | [ ]  No |

* 1. Realm

|  |  |  |  |
| --- | --- | --- | --- |
|

|  |  |
| --- | --- |
| [x]  | Universal |

 | [ ]  Realm Specific  |
|  | [ ]  Check here if this standard balloted or was previously approved as realm specific standard |
|  |  |

* 1. Project Approval Dates

|  |  |
| --- | --- |
| Affiliate/US Realm Task Force Approval Date (for US Realm Specific Projects) |  |
| Sponsoring Work Group Approval Date | **WG Approval Date CCYY-MM-DD** |
| FHIR Project: FHIR Management Group Approval Date | **FMG Approval Date CCYY-MM-DD** |
| Steering Division Approval Date  | **SD Approval Date CCYY-MM-DD** |
|

|  |  |  |
| --- | --- | --- |
| [PBS Metrics and Work Group Health Reviewed](http://gforge.hl7.org/gf/download/docmanfileversion/7241/10172/PBSMetricGuidanceforSDCoChairs2013Final.doc)? (required for SD Approval) | [ ]  Yes | [ ]  No |

 |
| Technical Steering Committee Approval Date | **TSC Approval Date CCYY-MM-DD** |
|

|  |  |  |
| --- | --- | --- |
| TSC has received a Copyright/Distribution Agreement (which contains the verbiage outlined within the SOU), signed by both parties. | [ ]  Yes | [ ]  No |

 |

* 1. Stakeholders / Vendors / Providers

*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 | [x]  N/A |
| [x]  N/A | [ ]  Other (specify below) |  |
|  | [x]  N/A |  |
|

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| --- |
|  |

 |

* 1. Synchronization With Other SDOs / Profilers

|  |
| --- |
| Check all SDO / Profilers which your project deliverable(s) are associated with. |
| [ ]  ASC X12 | [ ]  CHA | [ ]  LOINC |
| [ ]  AHIP | [ ]  DICOM | [ ]  NCPDP |
| [ ]  ASTM | [ ]  GS1 | [ ]  NAACCR |
| [ ]  BioPharma Association (SAFE) | [ ]  IEEE | [ ]  Object Management Group (OMG) |
| [ ]  CEN/TC 251 | [ ]  IHE | [ ]  The Health Story Project |
| [ ]  CHCF | [ ]  IHTSDO | [ ]  WEDI |
| [ ]  CLSI | [ ]  ISO | [ ]  Other (specify below) |
|  |