

Project Scope Statements Required for Inclusion in Ballot Overview

HL7 recognizes that the work efforts involved in developing standards documents have grown to a level of complexity requiring more formalized project management approaches. These approaches include, but are not limited to, proper scope definition with timelines, identification of dependencies and prerequisites, project management tools, and project management staffing to guide larger projects and coordinate across projects.

The TSC and the Board agreed in Noordwijkerhout (May 2005) that **all balloted documents will require a Project Scope statement by the time of the ballot announcement in order to be included in that ballot.** The objective of the Project Scope statement is to communicate the type of activities a group is undertaking to achieve specific objectives or to produce specific work products. Project Scope statements should provide sufficient information to allow inexperienced individuals to anticipate what a group is working on and decide if they wish to become involved. Project Scope statements should also assist Technical Committee (TC) chairs to manage the workload of the TC and help to set priorities and recognize inter-dependencies with the work of other TCs.

This ballot Project Scope document pertains **to a release of a document; not** each ballot cycle of that document. This will allow the ballot reviewer to have an idea of what they are asked to vote on so that they can assess whether the ballot document achieves those objectives. This will also provide the committees a means of defining goals and objectives, planning out the work to achieve those objectives, measuring when they are ready to go to ballot, and of supporting “not related” ballot responses due to being out of scope. This addresses several issues that had been raised to the Organization Review Committee (ORC) and have been classified under Ballot Fatigue.

If a ballot document is a product of an existing project, you do NOT need a separate project scope statement just for that ballot document. You would submit the project scope statement of that existing project for each and every ballot document for which it applies.

HL7 headquarters (HQ) and the Architectural Review Board (ARB) are working to develop and/or revise processes pertaining to projects and balloting. As always, you will receive an e-mail from HQ with the ballot announcement request form and it will include a summary of this new requirement. If you would like to send your Project Scope statement now and/or have questions about or would like assistance with the forms, please contact [Jennifer Puyenbroek](mailto:Jennifer.Puyenbroek@HL7.org) at Jenni@HL7.org. HQ will also send out a reminder to the co-chairs of any submitted ballot requests that have not yet submitted a Project Scope statement within 1 week of the ballot announcement cut-off date. The publishing schedule is available at the link below. Note that the next ballot announcement cut-off date is June 27th.

The publishing schedule for 2006 is available at
http://www.hl7.org/documentcenter/public/schedules/Pubs_Schedule_2006.pdf

Word template for the Project Scope statement:
http://www.hl7.org/Library/Committees/arb/HL7%20Project%20Scope%20Statement_2007JAN.zip

HL7 Work Effort versus Projects:
<http://www.hl7.org/Library/Committees/arb/HL7%20Work%20Effort%20versus%20Project.doc>