Project Scope Statement Submission Overview

HL7 International recognizes that the work involved in developing standards documents has 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 and milestones, 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. More recently, the Project Management Office (PMO) and the Publishing Work Group have asked that these statements be submitted earlier in the ballot cycle to provide adequate time for review.

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 whether they wish to become involved. Project Scope statements should also assist Work Group (WG) co-chairs to manage the workload of the WG and help set priorities and recognize inter-dependencies with the work of other WGs.

This ballot Project Scope document pertains to a release of a document; not each ballot cycle submission of that document. However, if a work group is bringing forward to ballot an existing project that has not had a Project Scope Statement submitted for it previously, one should be completed and submitted. These statements should provide work groups (in conjunction with the PMO) 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 as being out of scope.

HL7 International Headquarters (HQ) and the Project Services continue to develop and/or revise processes pertaining to projects. As always, you will receive an e-mail from HQ indicating upcoming project and balloting deadlines. If you have questions about or would like assistance with any project-related forms, please contact the Director of Project Management (pmo@HL7.org).

The current publishing schedule is always available on the Publishing Calendars and Schedules page.

Last Updated: January 13, 2011.