PMO / Project Services Work Group Update

January 18th, 2010
Phoenix WGM
David Hamill - Director, HL7 PMO
Rick Haddorff, Freida Hall – Cochairs, Project Services
Objectives of the PMO and Project Services WG

• Provide Project Reporting

• Provide assistance to help Work Groups to bring projects on track
  - Open Forum at every PSWG conference call - Thursdays, 9 am ET

• Audit projects to insure compliance to HL7 project guidelines

• Provide training on project management and other aspects of the project development process
Project Scope Statement – Version 2010

Focus: Streamline and Simplify

- Removed seldom used and redundant sections
- Consolidated/grouped related information
- Target dates now can be in ‘trimester’ format (i.e. 2010 May WGM)
- Modified fonts to be more readable and easier to utilize MS Word’s ‘Track Changes’
Project Scope Statement – Version 2010 (continued)

- Added sections to capture:
  - Business Case; Backwards Compatibility; Relevant Documents

- Updated the following sections:
  - Roadmap Strategic Initiatives; Help and FAQ Sections

- Modified Project Insight to support the 2010 Version

- Already capturing suggestions for future revisions
Accomplishments Since Last WGM

Project Review and Clean Up

- **THANK YOU** to the 70% of Work Groups completed their review of their existing projects that reside in Project Insight as well as their 3-Year Plan items.

- Many Work Groups have this task on their agenda this week.

- The team will continue to pursue 100% compliance – so expect to hear from us if you haven’t completed your review!!

- Another **THANK YOU** to the team members Rick Haddorff, Freida Hall and Lynn Laakso for their assistance on this effort.
Accomplishments Since Last WGM

Project and Three Year Plan Follow Up

- Reminder: Project Insight is the central repository for HL7 Projects and Work Group Three Year Plans

- The Project Review and Clean up Team followed up with Work Groups to gather updates for projects and Three Year Plan items with Next Milestone Dates of Jan 2010 WGM and prior. Trimester dates are working well!
Accomplishments Since Last WGM

Project Related Enhancements to www.HL7.org Website

- Added a ‘Project’ Link to each Work Group’s Page
  - Easily view projects sponsored by the Work Group and their Three Year Plan items
- Added “Search by Date Range” to the Searchable Project Index Tool for the following fields:
  - Next Milestone; Project End Date; Project Start Date; SD Approval Date; TSC Approval Date
Clinical Decision Support

Below is a list of the projects this work group is sponsoring. Visit Project Insight to see the full project details. Visit the searchable project database to find projects sponsored by other work groups.

<table>
<thead>
<tr>
<th>Number</th>
<th>Name</th>
<th>Sponsor(s)</th>
<th>Description</th>
<th>Project Facilitator</th>
<th>SD Approval Date</th>
<th>TSC Approval Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>507</td>
<td>Context Aware Information Retrieval (Infobutton) SOA Implementation Guide.</td>
<td>Clinical Decision Support Work Group</td>
<td>The SOA Implementation Guide for context-aware information retrieval (&quot;Infobutton&quot;) leverages the HL7 Decision Support Services (DSS) standard. More specifically, the scenarios and interactions defined in the proposed specification will be implemented as ...</td>
<td>Guilherme Dal Fiol, MD, PhD (<a href="mailto:guilherme.defiol@duke.edu">guilherme.defiol@duke.edu</a>)</td>
<td>Jun 15, 2009</td>
<td>Jun 22, 2009</td>
<td>Informativ ...</td>
</tr>
<tr>
<td>369</td>
<td>GELLO v.1 Revision and Implementation Guide</td>
<td>Clinical Decision Support Work Group</td>
<td>Project deliverables are 1) a revision to the GELLO v1 standard, as v.1.1, to correct a number of inconsistencies and minor errors in the v1 standard and 2) a implementation guide that documents one or more</td>
<td>K. Matthew Sailors (<a href="mailto:msailors@tmhs.org">msailors@tmhs.org</a>)</td>
<td>Oct 13, 2008</td>
<td>Oct 28, 2008</td>
<td>Normative ...</td>
</tr>
</tbody>
</table>
Searchable Project Database Screenshot
Work for the next WGM

HL7 Project Lifecycle alignment with SAEAF

Modify Project Scope Statement to Capture Product Brief Information

Project Approval Process Revisions

- Focus: Simplify and Streamline
- Expand documentation to address FAQs about JIC, Board, TSC, SD sponsored projects
- Document how to complete the approval tasks and identify task owners
Wednesday Lunch – Project Facilitator Roundtable

- Leading a project? Have questions? Please join us!

Wednesday, Q2 – Joint ES WG / PS WG Discussion

- Joint meeting between Electronic Services and Project Services to discuss ARB publishing work

Wednesday, Q3 – FREE Tutorial

- Project Insight PM Tool / Change Control Overview

Thursday, Q3 – Project Services Work Group Meeting

- Main agenda item: Discuss SAEAF with Marc Koehn (Architecture Review Board Project Management representative)
Where to Find the Project Scope Statement Template

Project Scope Statement Template

- via [www.HL7.org](http://www.HL7.org) Participate > Templates

- via [www.HL7.org](http://www.HL7.org) Participate > Work Groups
  - Project Services Work Group Documents/Presentations Page
  - TSC Co-Chairs Utilities link

- GForge > Project Services Doc tab
References

Project Approval Process

- Project Scope Statement Template – Appendix B
- GForge > Project Services Doc tab

Search HL7 Projects

- via [www.HL7.org](http://www.HL7.org) Participate > Tools & Resources > Project Tracking Tools:
  - Search Current Projects from Project Insight link
  - HL7 Project Homebase (GForge) > TSC File tab

Project Insight URL (no ‘www’)

- via [www.HL7.org](http://www.HL7.org) Participate > Tools & Resources > Project Tracking Tools
Questions / Discussion / Feedback

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