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## **Bylaws/Policy & Procedures Review (BPR) Update**

No status report was submitted for the month of April.

## **Transitional Technical Task Force (T3F)**

**Date of Report:** 04/26/2007

**Co-Chair:** Woody Beeler

**Members:** Jim Case (Domain Experts Representative); Craig Parker (Structure and Semantic Design Representative); Woody Beeler (Foundation and Technology Representative) (T3F Chair); Charlie McCay (Affiliate Representative); Bernd Blobel (Affiliate Representative); Virginia Lorenzi (Board Appointed Member); Hans Buitendijk (HL7 Board Liaison)

### **Dates/time of meetings since WGM or last report:**

Have met every Tuesday AM (but one) in conference call since leaving San Diego. Meeting agendas and minutes, plus working documents are being collected on an open Wiki at: <http://hl7t3f.org/wiki> (Thanks to Craig Parker)

**Progress made/barriers impeding progress:**

The T3F is pleased to report that it has completed its objectives for the period from its formation to the April/May WGM in Cologne. The work is encapsulated in a report titled "HL7 Technical Directorate – It's Mission, Responsibilities, Composition and Formation" that is currently on the T3F Wiki and will be circulated to the Transition Oversight Team and the HL7 Board in "pdf" format in Cologne. (Final edits are due to be finished Saturday AM.)

The opening paragraph of that report describes the report's contents as:

"This document provides specific recommendations from the Technical Transition Task Force (T3F) to the HL7 Board. It includes a complete definition of the Technical Directorate (TD), its composition and relationships, and proposes a plan to elect and establish the Technical Directorate to allow its first meeting at the September 2007 Working Group Meeting in Atlanta."

To complete the task, the T3F has requested time on the HL7 Board Agenda to seek approval for the proposed composition of the TD, and the election process, in order to enable the election of the first Technical Directorate this summer.

**Liaisons:**

We established formal liaison with the TSC leadership, the Project Life Cycle Team, and the ARB. Representatives of each of these have been invited to join our conference calls and have done so, when possible.

**Short term plans for the next few months**

The T3F will revise the report (mentioned above) during coming weeks, based on feedback from reviews and discussions in Cologne. The document is viewed as a "living and evolving" contract between the TD and the Board.

**Regularly scheduled teleconference day/time:**

Tuesdays Noon Eastern time. Agendas are available at <http://hl7t3f.org/wiki>. Specific meeting arrangements for all T3F Conference Calls are:

- Telephone conference Information - HL7 Conference Service Phone Number: 702-894-2444  
Participant Passcode: 1244667
- Online Meeting service – GoToMeeting  
<https://www.gotomeeting.com/join/791835615>  
GoToMeeting ID: 791-835-615

## **Marketing & Communications Task Force**

**Date of Report:** 04/24/2007

**Co-Chairs:** Jill Kaufman; Norbert Mikula

**Members:** Jane Curry; Helen Stevens; Chuck Jaffe; Barbara Tardiff; Liora Alschuler; Yun Sik Kwak

**Dates/times of meetings since last report:**

April 10 plus April meetings with HL7 Marketing committee

**Progress made/barriers impending progress:**

- Developed draft market segments
- Developed initial HL7 Business Scenarios that use HL7 Standards products
- Using Product list from Product Strategic Task Force to begin branding discussion
  - V3 family branding calls in April to discuss scope of V3 branding
  - Goal to solicit input from HL7 membership at Germany meeting
- Future work will include core marketing messages, reflecting Brand output. Brand names must be in place first. It is key to tailor the messages and HL7 products to speak to the diverse set of HL7 market segment audiences.

**Short term plans for the next few months:**

- Focus is V3 branding discussion.
- Gather feedback from HL7 members on input to V3 branding discussion. Anyone with suggestions should send it to [jillkauf@us.ibm.com](mailto:jillkauf@us.ibm.com) or join in open discussion session on Monday HL7 Marketing meeting Q1/Q2 or other times to be announced.
- Continue work on HL7 pain point use cases reflecting HL7 market segments

**Regular Scheduled teleconferences:**

TBD, Usually twice a month on Fridays

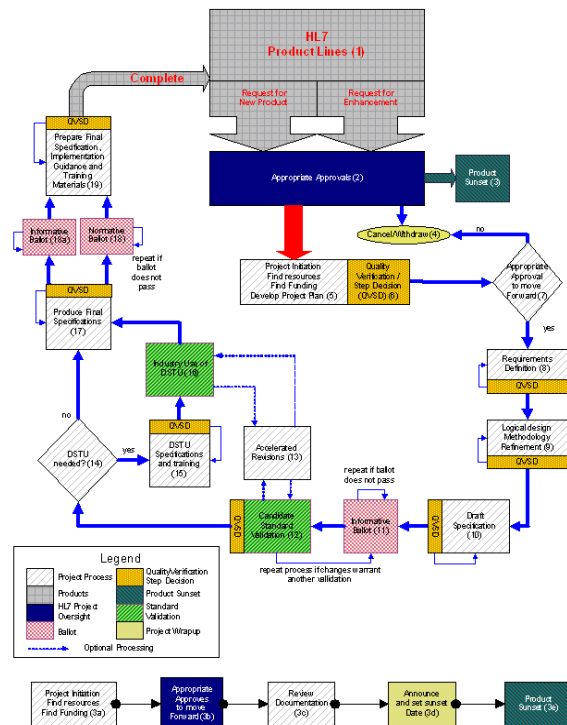
## **Governance & Structure Task Force**

No status report was submitted for the month of April.

## **Products & Services Task Force**

No status report was submitted for the month of April.

## Project Lifecycle Task Force



**Date of Report:** 4/25/07

**Co-Chairs:** Ken McCaslin; Freida Hall

**Members:** Jim Case (T3F Liaison); Lee Collier; Dave Hamill (HL7 PMO); Charlie Mead; Ioana Singureanu

**Dates/time of meetings since WGM or last report:**

The Transition Team met April 11 and 25.

### Progress made/barriers impeding progress

The Task Force discussed change management/issue tracking and several task force members viewed a demo of GForce functionality. "What constitutes a project" continues to be a 'hot topic'; the TTPL task force concluded tasks to be tracked in a project plan is a factor and a list of project tasks that need to be tracked should be developed. The Task Force reviewed the Unified Process Framework deployed at NCICB as a light-weight project management framework.

### Opportunity-seeking Project Manager Facilitators

The Task Force recognizes the need to develop a PM facilitator role and provide appropriate PM training. We are seeking input from HL7 members who are experienced project managers to help develop and/or review training material, or assist in training and/or mentoring. We're also looking for volunteers and mentors for this new role. These plans will be coordinated with the HL7 PMO and Education Committee. If you are interested in participating please contact Ken McCaslin

([kenneth.h.mccaslin@questdiagnostics.com](mailto:kenneth.h.mccaslin@questdiagnostics.com)) or Freida Hall ([freida.hall@va.gov](mailto:freida.hall@va.gov))

**Short term plans for the next few months**

- Complete Review TSC Comments/Issues and publish updates to TTPL portion of Strategic Initiative document before the May WGM
- Continue conversations with HDF team to define tactical implementation of Project Lifecycle Strategy
- Liaison with T3F as needed
- Continue to work on identified issues.
- Revise the current Project Scope template to meet Project Lifecycle requirements.

**Regularly scheduled teleconference day/time**

Bi-weekly Wednesday at 1 p.m. Eastern (April 11 and 25)

**Revenue Task Force**

No status report was submitted for the month of April.

## **Involvement Task Force**

### **(Formerly the Volunteer Resources Task Force)**

**Date of Report:** 4/26/07

**The following report highlights the major activities of the task force for the month of April.**

- A) Our task force was officially renamed to Involvement Task Force to help clarifying the role of our task force as one that determines how to foster and support involvement in standards development.
- B) In the spirit of the task force's charge, the article "Are you an Active Member of HL7?" was published in the HL7 newsletter. The article is an op-ed type piece describing benefits of participating in HL7 and encouraging involvement.
- C) We discussed and applauded the many first timer efforts of PIC – how they are involved in welcoming, orienting, and educating first timers. We discussed ways to add to this such as providing a help desk function for newer participants.
- D) We discussed with PIC the need for encouraging involvement of first time attendees. The first time attendee questionnaire was changed to ask the attendees if they would like to be contacted. After the Cologne WGM, we will examine the results and with PIC reach out to those who check yes and help foster their involvement in HL7.
- E) We discussed the need to match volunteers to committee/SIG needs. One possibility included a volunteer job board. We decided that for Cologne, we would ask the committees/SIGs interested to provide a couple of slides highlighting their groups work and describing volunteer needs/opportunities. The slides will be aired at breakfast through out the week. 39.6% of the committees/SIGs contributed slides to this effort.
- F) We discussed the need for outreach to middle management, to gain their support of HL7 and support of their staff within the HL7 organization. Sample channels of such work included: "HIMSS sessions, custom invitations to sessions in the HL7 booth at HIMSS, webinars, etc." Surveys are also being considered.
- G) We discussed with Dan Russler of Products and Services the need to understand the HL7 product priorities of stakeholders and to encourage stakeholder's involvement in the development of their priority products. Dan noted many ideas about how to collect data based on what meetings or tutorials people attend at WGMs and what ballots they participated in. Collaborating with Dan, we helped to tailor the survey produced for Cologne and determine deployment logistics. The survey asks about how attendees plan to invest time at the meeting, how they prioritize products of HL7, and gives a place for open ended comments on the topic. Dan will introduce the survey in in Tuesday morning presentation. In the future we are considering other survey options such as at WGM registration time and also surveys of non-members or members not attending meetings. Regular surveys would help us keep in touch with our members' priorities and help us gage

involvement accordingly.

- H) We discussed a potential permanent home for the initiatives fostered by the ITF. PIC, with perhaps a name change and scope change, is being considered. The mission of the committee would need to incorporate the charge of the ITF.
- I) After Cologne we need to go back through our initial proposed list of deliverables to make sure we are covering all the initiatives the ITF was initially tasked with.

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