# TRANSITION Update

AN e-NEWSLETTER FROM THE HEADQUARTERS OF HEALTH LEVEL SEVEN, INC

## June 2007 Edition

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

No status report was submitted for the month of May.

## Transitional Technical Task Force (T3F)

**Date of Report**: 05/30/2007

**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:**
The T3F met three times in Cologne, including an "open mic" session following the TSC Meeting on Monday evening. Subsequently, we have held five conference calls including two joint calls with the Structure & Governance Task Force. 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 entire effort since arriving in Cologne was to polish the T3F recommendations for a revised Technical Steering Committee structure. (In previous reports this was referred to as the "Technical Directorate.) The goal has been to gain Board approval to form the revised TSC through a series of elections this summer and thereby to allow the new group to begin meeting at the Plenary and Working Group Meeting in September.

Through classic HL7 collaboration between the T3F, the Structure and Governance Task Force and various members of the Board, goal was met at a special Board Conference Call on May 23.

A formal announcement of the elections and the revised organization is being assembled for release during the week of June 2. The complete T3F recommendation, as amended to reflect the decisions at the various Board Meetings is available on the T3F Wiki along with a Mission & Charter statement for the TSC. These can be found at:
- T3F Report on Revised Technical Steering Committee
- Mission & Charter Statement

### Liaisons

We established formal, very productive liaisons with the current 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:**
During the period up to the fall WGM, the T3F expects to advance some of the more operational processes for the future TSC, and to initiate a formal project to define the HL7 Technical Architecture.

**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: +1 702-894-2444
    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**: 06/01/2007

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

**Members:** Jane Curry; Helen Stevens; Chuck Jaffe; Barbara Tardiff; Liora Alschuler; Yun Sik Kwak; plus many members of HL7 Marketing committee are contributing

**Dates/times of meetings since last report:**
May HL7 Meeting in Germany: had several open sessions to brainstorm on V3 rebranding project; Calls on May 10, May 17, May 24

**Progress made/barriers impending progress:**
- Developed initial draft V3 value statements
- Expanding on V3 value statements and adding the WHAT and the HOW V3 impacts value
- Asking others at HL7 to review work in progress.
-  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).

**Regular Scheduled teleconferences:**
Joint calls with HL7 Marketing on Thursdays at noon (Eastern)

# Governance & Structure Task Force

**Date of report:** 5/30/07

**Co-Chairs:** Chuck Meyer; Ed Hammond, PhD

**Members:** Liora Alschuler; Hans Buitendijk; Grant Gillis; Mark McDougall; John Quinn; Mark Shafarman

**Dates/time of meetings since WGM or last report:**
The task force held several joint conference calls in May with the T3F to reconcile our position on the proposed structure of the TSC and its role in the Technical Directorate. There was no call on May 25.

**Progress made/barriers impeding progress**
At the May meeting, the Board approved several task force initiatives: revised structure of the Board; new process for electing a nomination committee; and a revised nomination process.  All of these initiatives are dependent on changes to the Bylaws and are targeted to take effect in 2008.

The task force was able to resolve all issues with the T3F.  The task force reported to the Board that it supported the proposed structure of the TSC and the election of a technical council, although the actual name of that leadership group is yet to be established.  The task force also agreed to support a motion to seat the Chair of the technical council as an ex officio member of the Board with vote, thus eliminating the need for a Board liaison and facilitating closer coordination on strategic issues.

**Short term plans for the next few months**
The task force will attempt to identify next steps in its first call in June.  The formation of a US Affiliate

**Regularly scheduled teleconference day/time**
The task force attempts to meet each Friday from 12:00 to 1:00 PM.  June dates are in the process of being coordinated.  There will not be a call on June 1.


# Products & Services Task Force

**Date of Report:** 5/30/07

**Members:**  Grant Gillis; Dick Harding; John Quinn; Dan Russler; Laura Sato

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

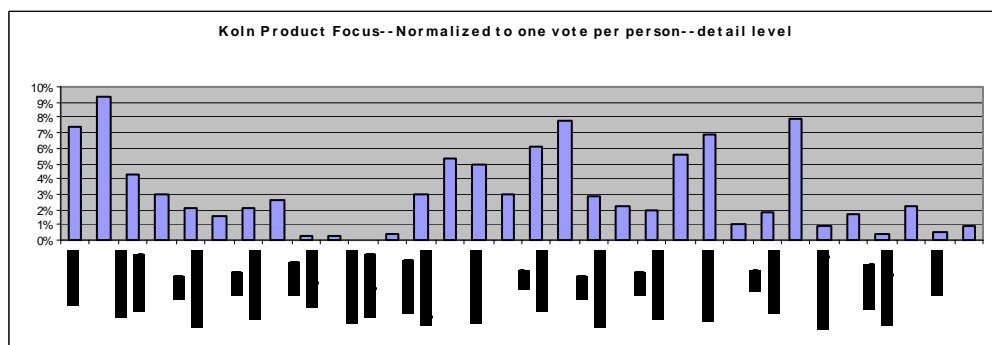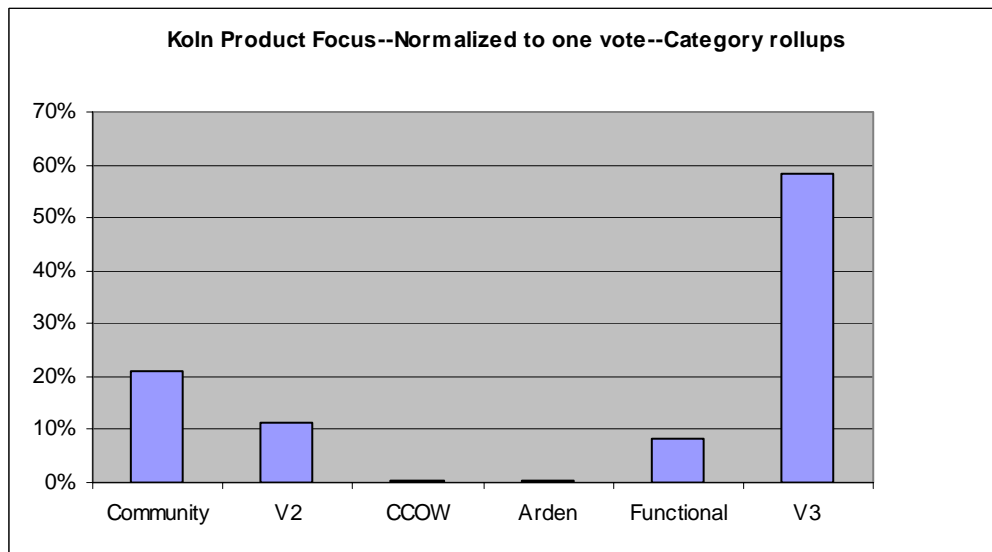**Progress made/barriers impeding progress:**
Products & Services task force has identified the following tasks with each of the committees:

T3F—In meeting with T3F, the decision was to recommend a "Technical Product Management" Committee which will report to the Technical Directorate with

responsibilities for organizing detailed requirements and scope of each release. A Strategic Product Management Committee will work with Marketing Strategy under the CEO to create strategic product roadmaps.

- Marketing—With the participation of P&S, Marketing has developed a draft of a branding strategy around V3.

- Project Management--Project Management needs to tie each "project" to it's parent "product" or "products." We need to know what investment is needed/utilized for each product, and the only way to track investment is by tying "projects" to "products."

- Education--Education also needs to tie specific training sessions to the parent "product" or "products." We need to apply investments and revenue for training to the appropriate product.

- Product Revenue Tracking:
    - The Koln product survey was performed in order to be able to allocate meeting revenue to the related product. The meeting revenue for Koln should be distributed according to the following percentages:

Koln Product Survey Results:



Koln Product Focus--Normalized to one vote--Category rollups



Koln Product Focus--Normalized to one vote per person--detail level

| Priorities | Community | Networking in Healthcare IT | International Leadership | V2 Messages | V2M Infrastructure | V2M Administrative | V2M Departmental | V2M Clinical | Visual Integration Messages | CCOW | Products to be Categorized | Arden | Functional Specifications | Electronic Health Records | V3 Framework | V3F Reference Information Model | V3F Vocabulary | V3 Messages |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| High | 16 | 36 | 25 | 13 | 16 | 13 | 22 | 17 | 2 | 3 | 1 | 0 | 13 | 33 | 18 | 36 | 39 | 16 |
| Medium | 7 | 22 | 25 | 9 | 22 | 16 | 15 | 13 | 10 | 16 | 7 | 10 | 6 | 24 | 3 | 15 | 17 | 5 |
| Low | 2 | 7 | 5 | 8 | 14 | 19 | 13 | 13 | 5 | 18 | 8 | 23 | 0 | 4 | 1 | 3 | 6 | 4 |
| Unranked | 75 | 35 | 45 | 70 | 48 | 52 | 50 | 57 | 83 | 63 | 84 | 67 | 81 | 39 | 78 | 46 | 38 | 75 |

| Priorities | V3M Infrastructure | V3M Administrative | V3M Departmental | V3M Clinical | V3 Documents | V3D Administrative (SPL) | V3D Attachments | V3D Clinical (CDA) | V3D Knowledge | V3 Services | V3S Java Services (Java SIG) | V3S Web Services (OMG) | V3 Rules | V3R Gello |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| High | 34 | 25 | 23 | 37 | 14 | 15 | 17 | 54 | 13 | 7 | 10 | 28 | 4 | 5 |
| Medium | 15 | 17 | 15 | 16 | 6 | 18 | 21 | 16 | 20 | 10 | 23 | 13 | 6 | 14 |
| Low | 7 | 13 | 11 | 9 | 0 | 13 | 8 | 4 | 14 | 0 | 15 | 11 | 5 | 24 |
| Unranked | 44 | 45 | 51 | 38 | 80 | 54 | 54 | 26 | 53 | 83 | 52 | 48 | 85 | 57 |

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

**Regularly scheduled teleconference day/time**:
Meetings: Fridays 10am Eastern: Friday just before and two weeks before the monthly board meetings
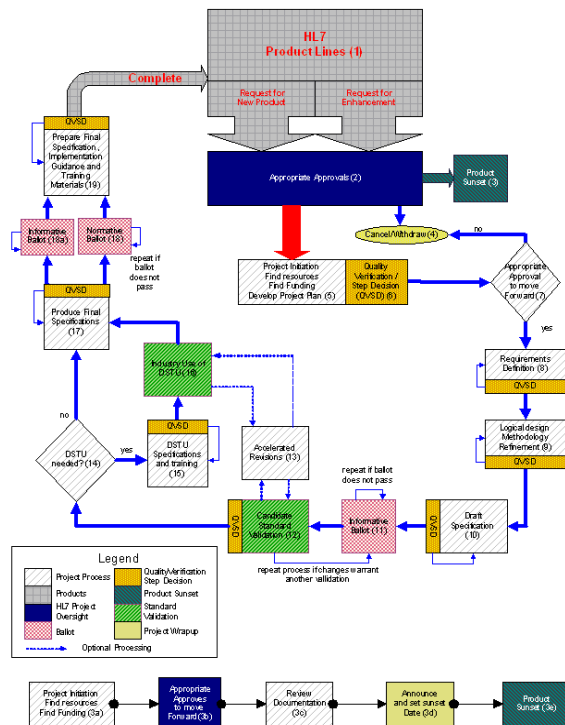
# Project Lifecycle Task Force



Figure 1

**Date of Report:** 5/30/07

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

## Dates/time of meetings since WGM or last report:
The Transition Team met May 16 and 30.

## Progress made/barriers impeding progress
During the May WGM the TTPL asked for comments (due 5/31) on the mapping of the HDF and Project Lifecycle process flow; unless compelling comments are received to the contrary, the Task Force has reviewed the mapping and believes additional textual comments can be added without changes to either process flow, other than adding the "product sunset" from the Project Lifecycle.  At the May WGM, several committees agreed to pilot the Project Lifecycle process for select projects; TTPL members plan to work with the committees in a mentor/project facilitator role.  The MnM committee also provided comments regarding the Project Lifecycle process during the May WGM. Dave Hamill provided updates on functionality of the Project Insight project management application and will demo the application on the 6/13 call.

## 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) or Freida Hall (freida.hall@va.gov).

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

- Continue review of comments and publish updates to the TTPL portion of Strategic Initiative document.
- 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.
- Define "job description" for project facilitator.

**Regularly scheduled teleconference day/time**

Bi-weekly Wednesday at 1 p.m. Eastern (6/13, 6/27, 7/11, 7/25, 8/8, 8/22, and 9/5); the dial in is:  702-894-2444; the participant passcode is 1010388

# Revenue Task Force

No status report was submitted for the month of May.

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

**Date of Report:** 5/30/07

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

A) A presentation on ITF progress was made at the May working group meeting.

B) At the May Working Group Meeting, worked with the Transition Oversight Team and the Product's and Services Team to finalize survey on product priorities. The survey was conducted and we are evaluating the results from the perspective of what motivates involvement.

C) The PIC First Timer's survey was completed at the May WGM.  We are now determining next steps.

D) The first "involvement opportunities" slide show was conducted prior to general sessions at the May WGM.  We are discussing how to improve it and other ways to match volunteers to committee needs.

E) Future work includes discussion of the transition of ITF work to a permanent home, review of the initial list of deliverables, and discussions on outreach to middle management to encourage involvement.