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| Project Scope Statement2012 VersionRelease 1 |
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| HL7 Project Management Office Project Services Work Group |
|  |
| **Point of Contact Name and Email:** **David Hamill (****pmo@hl7.org****)****Co-Chairs of Project Services Work Group:** [**http://www.hl7.org/Special/committees/projectServices/leadership.cfm**](http://www.hl7.org/Special/committees/projectServices/leadership.cfm) |
| **Publication Date: April, 2012** |
|  |
| URL to download document: <http://www.hl7.org/permalink/?ProjectScopeStatement> |
|  |
| For prior versions of this document refer to:<http://www.hl7.org/Special/committees/projectServices/docs.cfm> |

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| The objective of this document is to communicate the type of activities a group is undertaking to achieve specific objectives or to produce specific work products. It’s intended for projects to produce standards or Implementation Guides as well as infrastructure projects. |

**Template Usage Information:**

* Replace **Highlighted Courier New** text with appropriate content.
* To use Track Changes, turn off “protection” by clicking on Tools > Unprotect Document
* For assistance in completing each section, refer to [Appendix A](#Appendix_A).
* Information on the Project Approval Process is documented in [Appendix B](#Appendix_B).
* For FAQs (Frequently Asked Questions), refer to [Appendix C](#_Appendix_C_–)
* Submit template change requests to PMO@HL7.org
1. Project Name and ID

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| [*Click here*](#Project_Name_help) *to go to Appendix A for more information regarding this section.* | *An ID will be assigned by Project Insight*  |
| **Quality Criteria for CDA Implementation Guides** | Project ID:  |

1. Sponsoring Group(s) / Project Team

[*Click here*](#Sponsoring_Group_help) *to go to Appendix A for more information regarding this section.*

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| Primary Sponsor/Work Group (**1 Mandatory**)  | **Structured Documents** |
| Co-sponsor Work Group(s) |  |
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| **Project Team:** |  |
| Project facilitator (**1** **Mandatory**) | Bob Dolin, Austin Kreisler, Calvin Beebe, Brett Marquard (SDWG Co-Chairs) |
| Other interested parties and their roles |  |
| Multi-disciplinary project team (recommended) |  |
|  Modeling facilitator |  |
|  Publishing facilitator |  |
|  Vocabulary facilitator |  |
|  Domain expert rep |  |
|  Business requirement analyst |  |
|  Other facilitators (SOA, SAIF) |  |
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| Implementers **(2** **Mandatory** for DSTU projects): |
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1. Project Definition
	1. Project Scope

[*Click here*](#Project_Scope_help) *to go to Appendix A for more information regarding this section.*

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| **Define a set of quality criteria for CDA Implementation Guides that can be used by CDA Implementation Guide developers, as they prepare their material for ballot.****The actual use of the criteria is out of scope, although we anticipate it might be used by developers as they prepare their material for ballot, by voters (e.g. as a basis for negative ballots), by HL7 staff (e.g. as a basis for pre-ballot QA), by the TSC (e.g. as a basis for allowing final publication).****A draft starter set of criteria has been placed here:**[**http://wiki.hl7.org/index.php?title=CDA\_Implementation\_Guide\_Quality\_Criteria**](http://wiki.hl7.org/index.php?title=CDA_Implementation_Guide_Quality_Criteria)**and includes:*** **Title page**
	+ **Title is specified**
	+ **Realm is specified**
	+ **Ballot type (e.g. DSTU vs. ??) is specified**
	+ **Date is specified**
	+ **HL7 logo is present**
* **Templates**
	+ **Each template has a narrative description**
	+ **Constraints are ordered per the CDA schema**
* **Value sets**
	+ **Are linked to templates using normative binding syntax**
	+ **Each value set is referenced via a value set OID**
	+ **Each code in a value set has a specified code system OID**
* **Examples**
	+ **Inline examples are present for all templates**
	+ **A stand alone complete sample file is present**

**NOTE: These are just example criteria. The scope of the project is to flesh out the list.**  |
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* 1. Project Need

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| **The Sept 2012 HL7 ballot cycle contained an unprecedented number of CDA Implementation Guides (8), including an unprecedented number of committees developing those guides. A review of the guides shows inconsistencies. The absence of a “source of truth” or set of publishing criteria for CDA Implementation Guides leaves committees with an unclear direction, even if recognizing and agreeing that the inconsistencies are not ideal.** **Note that SDWG plans to oppose those CDA IG PSS’s that do not identify these criteria and do not assert their intent to adhere to them.** |

* 1. Success Criteria

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| 1. **Version 1 Quality Criteria for CDA Implementation Guides are finalized and published at** [**http://wiki.hl7.org/index.php?title=CDA\_Implementation\_Guide\_Quality\_Criteria**](http://wiki.hl7.org/index.php?title=CDA_Implementation_Guide_Quality_Criteria)
2. **TSC has had at least one discussion about the criteria, considering how they might be enforced (e.g. through pre-ballot QA)**
3. **Criteria have been presented during Monday night co-chair dinner at a face to face Working Group Meeting**
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* 1. Project Objectives / Deliverables / Target Dates

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| *Within each row, enter the explicit work product(s) / objective(s). Indicate their target date at the right in WGM/Ballot Cycle format. Include the project end date as the last objective (for standards projects, the end date will be the projected ANSI approval date).*[*Click here*](#Project_Obj_Deliv_TgtDate_help) *for further information and an* *[EXAMPLE](#Project_Obj_Deliv_TgtDate_Example_help)* | **Target Date** *(in WGM or ballot cycle format, e.g.**‘2010 Sept WGM’ or* *‘2010 Jan Ballot’)* |
| **Brainstorm criteria** | Oct 2012 |
| **Draft final version of criteria** | Dec 2012 |
| **Pilot use of criteria** | Jan 2013 ballot |
| **Final version of criteria** | Mar 2013 |

* 1. Project Dependencies

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| **None** |

* 1. Project Document Repository Location

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| [**http://wiki.hl7.org/index.php?title=CDA\_Implementation\_Guide\_Quality\_Criteria**](http://wiki.hl7.org/index.php?title=CDA_Implementation_Guide_Quality_Criteria) |

* 1. Backwards Compatibility

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| Are the items being produced by this project backward compatible? | [ ]  Yes | [ ]  No | [ ]  Don’t Know | [x]  N/A |

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1. Products

[*Click here*](#Products_help) *to go to Appendix A for more information regarding this section*

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| [x]  | Non Product Project- (Educ. Marketing, Elec. Services, etc.) |

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| [ ]  | V3 Documents - Knowledge |

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| [ ]  | Arden Syntax |

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| [ ]  | V3 Foundation – RIM |

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| [ ]  | Clinical Context Object Workgroup (CCOW) |

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| [ ]  | V3 Foundation – Vocab Domains & Value Sets |

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| [ ]  | Domain Analysis Model (DAM) |

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| [ ]  | V3 Messages - Administrative |

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| [ ]  | Electronic Health Record (EHR) |

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| [ ]  | V3 Messages - Clinical |

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| [ ]  | Functional Profile |

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| [ ]  | V3 Messages - Departmental |

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| [ ]  | V2 Messages – Administrative |

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| [ ]  | V3 Messages - Infrastructure |

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| [ ]  | V2 Messages - Clinical |

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| [ ]  | V3 Rules - GELLO |

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| [ ]  | V2 Messages - Departmental |

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| [ ]  | V3 Services – Java Services (ITS Work Group) |

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| [ ]  | V2 Messages – Infrastructure |

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| [ ]  | V3 Services – Web Services |

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| [ ]  | V3 Documents – Administrative (e.g. SPL) |

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| [ ]  | - New Product Definition - |

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| [ ]  | V3 Documents – Clinical (e.g. CDA) |

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| [ ]  | - New/Modified HL7 Policy/Procedure/Process - |

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2. Project Intent (check all that apply)

[*Click here*](#Project_Intent_help) *to go to Appendix A for more information regarding this section*

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| [ ]  | Create new standard |
| [ ]  | Revise current standard (see text box below) |
| [ ]  | Reaffirmation of a standard |
| [x]  | New/Modified HL7 Policy/Procedure/Process |
| [ ]  | N/A (Project not directly related to an HL7 Standard) |

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| [ ]  | Supplement to a current standard |
| [ ]  | Implementation Guide (IG) will be created/modified |
| [ ]  | Project is adopting/endorsing an externally developed IG*(specify external organization in Sec. 6 below)* |
| [ ]  | Externally developed IG is to be Adopted |
| [ ]  | Externally developed IG is to be Endorsed |

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* 1. Ballot Type (check all that apply)

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| [ ]  | Comment Only |
| [ ]  | Informative |
| [ ]  | DSTU to Normative |

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| [ ]  | Normative (no DSTU) |
| [ ]  | Joint Ballot (with other SDOs or HL7 Work Groups) |
| [x]  | N/A (project won’t go through ballot) |

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| **Criteria will be approved via the TSC-defined Wiki based informal comment process** (which is defined here: [http://www.hl7.org/documentcenter/public/procedures/IntroducingNewProcessesToHL7.zip]) |

1. Project Approval Dates

[*Click here*](#Project_Approval_Dates_help) *to go to Appendix A for more information regarding this section.*

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| Draft final criteria | **Dec 2012** |
| Final criteria | Mar 2013 |

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| PBS Metrics Reviewed? (required for SD Approval) | [ ]  Yes | [ ]  No |

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| Technical Steering Committee Approval Date |  |

1. External Project Collaboration

[*Click here*](#External_Project_Collaboration_help) *to go to Appendix A for more information regarding this section.*

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| **None** |

* 1. Stakeholders / Vendors / Providers

*This section must be completed for projects containing items expected to be ANSI approved, as it is an ANSI requirement for all ballots*

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| **Stakeholders** | **Vendors** | **Providers** |
| [ ]  Clinical and Public Health Laboratories | [ ]  Pharmaceutical | [ ]  Clinical and Public Health Laboratories |
| [ ]  Immunization Registries | [ ]  EHR, PHR | [ ]  Emergency Services |
| [ ]  Quality Reporting Agencies | [ ]  Equipment  | [ ]  Local and State Departments of Health |
| [ ]  Regulatory Agency | [ ]  Health Care IT | [ ]  Medical Imaging Service |
| [ ]  Standards Development Organizations (SDOs)  | [ ]  Clinical Decision Support Systems | [ ]  Healthcare Institutions (hospitals, long term care, home care, mental health) |
| [ ]  Payors  | [ ]  Lab | [ ]  Other (specify in text box below) |
| [ ]  Other (specify in text box below) | [ ]  HIS | [ ]  N/A |
| [ ]  N/A | [ ]  Other (specify below) |  |
| **Patients** | [ ]  N/A |  |

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* 1. Synchronization With Other SDOs / Profilers

[*Click here*](#Synchro_SDO_Profilers_help) *to go to Appendix A for more information regarding this section*

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| Check all SDO / Profilers which your project deliverable(s) are associated with. |
| [ ]  ASC X12 | [ ]  CHA | [ ]  LOINC |
| [ ]  AHIP | [ ]  DICOM | [ ]  NCPDP |
| [ ]  ASTM | [ ]  GS1 | [ ]  NAACCR |
| [ ]  BioPharma Association (SAFE) | [ ]  IEEE | [ ]  Object Management Group (OMG) |
| [ ]  CEN/TC 251 | [ ]  IHE | [ ]  The Health Story Project |
| [ ]  CHCF | [ ]  IHTSDO | [ ]  WEDI |
| [ ]  CLSI | [ ]  ISO | [ ]  Other (specify below) |

1. Realm

[*Click here*](#Realm_help) *to go to Appendix A for guidelines regarding choosing Universal or Realm Specific.*

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| [x]  | Universal |

 | [ ]  Realm Specific |
|  | [ ]  Check here if this standard balloted or was previously approved as realm specific standard |

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1. Strategic Initiative Reference – For PMO/TSC Use Only

[*Click here*](#Roadmap_Reference_help) *to go to Appendix A for more information regarding this section*

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| This section used only for Strategic Initiative Projects.

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| [ ]  | 1. HL7 Recognition
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| [x]  | 1. HL7 Internal Processes
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| [ ]  | 1. HL7 Implementation
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