## Organizational Support Steering Division - 2020May

### WG Admin

<table>
<thead>
<tr>
<th>Working Group</th>
<th>T1: Jan-May</th>
<th>Active Projects?</th>
<th>M&amp;C &lt;5 yrs old?</th>
<th>Project Health</th>
<th>SWOT&lt;5 yrs old</th>
<th>SWOT posted since last WGM</th>
<th>CC Sched Feb-May</th>
<th>2020 YTD CC/Vote Part'pn</th>
<th>WG Rep at F2F SD WGM</th>
<th>WGM Sched WGM</th>
<th>Draft agenda for MayWGM posted</th>
<th>Minutes from FebWGM posted by 2020-02-21</th>
<th>MayWGM room request completed</th>
<th>Credit given if at least 2 out of 3 tasks completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cross-Group Projects</td>
<td>1</td>
<td>x</td>
<td>2019</td>
<td>x</td>
<td></td>
<td>Yes</td>
<td>x</td>
<td>100%</td>
<td>x</td>
<td>n/a</td>
<td>x</td>
<td>n/a</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Process Improvement Committee (PIC)</td>
<td>0</td>
<td>x</td>
<td>2019</td>
<td>x</td>
<td>2017</td>
<td>Yes</td>
<td>x</td>
<td>75%</td>
<td>x</td>
<td>n/a</td>
<td>x</td>
<td>n/a</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Project Services Committee</td>
<td>1</td>
<td>x</td>
<td>2019</td>
<td>x</td>
<td>2017</td>
<td>Yes</td>
<td>x</td>
<td>75%</td>
<td>x</td>
<td>n/a</td>
<td>x</td>
<td>n/a</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Publishing, Electronic Services and Tooling</td>
<td>0</td>
<td>x</td>
<td>2020</td>
<td>x</td>
<td>2018</td>
<td>Yes</td>
<td>x</td>
<td>75%</td>
<td>x</td>
<td>n/a</td>
<td>x</td>
<td>n/a</td>
<td>x</td>
<td></td>
</tr>
</tbody>
</table>

### Health Key - Missing activities:

- **0-3: Green light**
- **4-7: Yellow light**
- **8+: Red light**

###WG Co-chair Tasks

**Minutes**

- **WG Admin**
- **SD Call Attendance**
- **WG Rep at F2F SD WGM**
- **WG F2F Sched**

**WGM Agenda**

- **WGM Minutes**
- **WGM Room Request**

### WG SWOT

- **Minutes posted**

- **WG CC**

- **SD CC**

- **TSC/SD Elect’n**

- **WG Rep at SD**

- **WGM scheduled**

- **Mission and Charter more than 5 years since last review date**

- **Project Health**

- **SWOT**

- **Minutes of/since last WGM posted on the web site or wiki (Automatic "red")**

- **WG CC**

- **SD CC**

- **Work Group held no conference calls (or OOC meetings, or e-Votes)**

- **Work Group had < 50% representation at SD calls or e-votes) since last WGM**

- **Work Group did not cast a vote for their Steering Division co-chair in annual election**

- **WG not represented at the Face to Face WGM**

- **Work Group scheduled no meetings in person at the WGM**

- **if no projects (less than 1) not counting 3 yr plan or On Hold**

- **Mission and Charter more than 5 years since last review date**

- **Project Health of "Red" from the PBS Metrics**

- **SWOT**

- **Minutes of/since last WGM posted on the web site or wiki (Automatic "red")**