## Work Group Health and PBS Metrics

- 2020Sep Interim Reports
- 2020May Final Reports
- 2020May Interim Reports
- 2020Feb Final Reports
- New Project Health and Ballot Health Metrics
- 2020Feb Interim Reports
- 2019Sep Final Reports
- 2019Sep Interim Reports
- 2019May Final Work Group Health Reports
- 2019May Interim Reports
- 2019Jan Final Work Group Health Reports
- 2019Jan Interim Reports

<table>
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<th>Metric</th>
<th>Description</th>
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| Active Projects | A WG has 1 or more active projects.  
*Active projects are approved projects in active status with resources working on them  
*This measure does not include 3-Yr Plan, On Hold, or unapproved projects |
| M&C < 5 yrs old | The WG’s Mission and Charter (M&C) Statement has been updated in the past two (2) years  
*Changes to Mission and Charter statements must be approved by the WG and Steering Division  
*Review without changes to Mission and Charter statements must be approved by the WG with notification to Steering Division |
| Project Health | Project Health is not Red (must be Green or Yellow)  
*Project Health as expressed on the WG Health spreadsheets is calculated by combining the following measures from the PBS metrics spreadsheet:  
*Ballots requiring recirculation  
*Unpublished ballots  
*Percentage of project insight items with next milestone behind > 120 days  
*A WG with red status on Project Health on Projects, Ballots, and Standards metrics will be incremented on WG Health as well. |
| SWOT < 5 yrs old | The WG’s Strengths, Weaknesses, Opportunities, and Threats (SWOT) document has been updated in the past three (5) years |
| Ballot Presence | The WG participated in the current or preceding five ballot cycles  
(This category is not measured for T3SD) |
| Minutes Posted Since Last WGM | The WG has posted minutes since the last Working Group Meeting (WGM)  
*Minutes may be either posted to the WG’s page on [HL7.org](https://www.hl7.org) or the [HL7.org](https://www.hl7.org) page can link to minutes posted on the WG’s Confluence page |
| WG CC Scheduled | The WG has scheduled and held conference calls since the last WGM  
*For WGs that do not conduct conference calls, approved out-of-cycle meetings also satisfy this requirement |
| SD CC Participation | The WG had representation on at least 50% of Steering Division conference calls or e-votes since the last WGM |
| TSC Election Participation | The WG voted for their Steering Division co-chair in the annual TSC election prior to the Plenary meeting |
| WG Rep at SD WGM | The WG had a representative at the previous Steering Division Meeting at the WGM |
| WGM Scheduled | The WG scheduled one or more in-person meetings at the upcoming WGM |
| Co-Chair WGM Tasks | The WG completed the prescribed activities by the stated deadlines, including:  
*Completed the WGM Room Request Form on time  
*Posted the previous cycle’s WGM minutes on time  
*Posted the upcoming WGM agenda on time |
| Credit is given when two out of three tasks are completed on time |