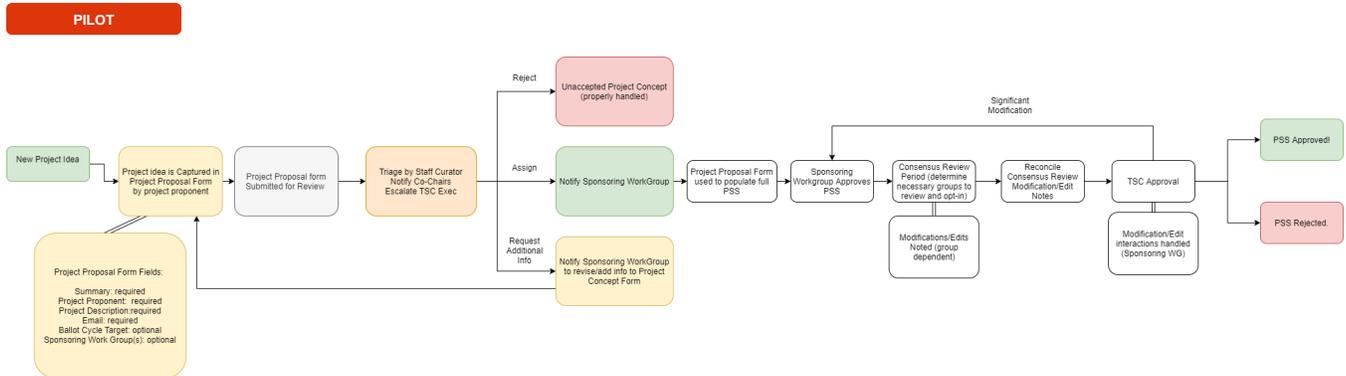


Business Model of Project Proposal to PSS



Entry Point for projects where no Project Proposal exists

- Project Proposal will be required by ALL projects except:
 - projects to produce new versions of previously published standards
 - projects to complete a reaffirmation, withdrawal, or re-circulation ballot

Populate PSS

- Project Proposal Form - will be used to pre-populate PSS
 - the fields that are verified should be summary, description, and sponsoring workgroup at minimum.
- When WG creates PSS, identify sponsoring WG, co-sponsoring WG, USRSC (if applicable), Management Groups, and Steering Division for review
 - Should auto-populate PSS form with content from Project Proposal
- PSS Form

Discussion - 2020-05-13

- Need to review PSS Form as there are fields that need to be removed - complete

Sponsoring WG Approval

- Must be completed on the form otherwise can not proceed through consensus review.
- See [How to Create a PSS PILOT v2](#)

Consensus Review

Discussion - 2020-05-13

- See [How to Review a PSS PILOT v2](#)
- Once the PSS is created in Confluence and JIRA issue is created, an email will be sent to co-chairs and other groups via list
 - Co-sponsors - based on co-sponsors identified on PSS
 - Steering Division - based on sponsoring WG
 - Management Group - based on artifacts selected
 - V2 MG - V2 Messages (any)
 - FMG - FHIR Extensions, FHIR IG, FHIR Profile, FHIR resources
 - CDA - V3 Documents
 - What about selection of:
 - new/modified HL7 policy/procedure /process
 - new product family
 - new product definition
 - new product project
 - creating/using a tool not listed
 - creating a new standard - who to send to
 - ARB - if external development and content is >50% developed
 - USRSC - if project indicates US Realm
 - Zulip Announcement?
- Pre-populating JIRA issue from fields in PSS
 - it is possible as long as we use dynamic PSS form (which isn't the one proposed to be used in PSS Pilot)
 - Options for notifications for Consensus Review
 - send email out to everyone - co-chairs, Mgmt Groups, ARB, US realm, etc and let them review and opt-in
 - assign groups that for review PLU send out to everyone for review who can opt in
 - either automatically capture and create sub-tasks from PSS; OR
 - manually edit form as part of PSS /JIRA issue creation
 - **DECISION: WILL SEND OUT TO EVERYONE AND AUTOMATICALLY CREATE SUB-TASKS USING CONTENT IN PSS**
 - Need to create mapping of fields
 - **DECISION: Notifications - will send out to WG Co-chairs and post to Zulip**
 - Melva will reach out to IC co-chairs to see if notification should be sent to IC Admin list for all PSS
 - **DECISION FROM IC CO-CHAIRS - YES send to IC Admin List for both PSS and Project Proposals**
 - Reach out to Product Management Council

- Specific Work Groups and governance groups may have been pre-selected by the sponsoring WG
- Other Work Groups and interested parties can "opt in" at this stage to be involved.
- Management Groups (V2, FHIR, CDA) - can not opt-out - options for MG: Reviewed - no comment; Reviewed - with comment
- Steering Division Co-chairs Review - focus on PBS metrics review for the sponsoring WG
- ARB -
- Commenters must include name and WG/Group that they are commenting on behalf of
- Commenters will be added to the watch list for this issue and will receive an email if changes are made.
- Timeline for review - minimum of 2 weeks; maximum of 4 weeks
 - At 2 weeks point - if no comments - will send a follow-up email and remain open for 2 more weeks
 - At 4 weeks - can be escalated to the TSC if all comments have been resolved

Reconcile Consensus Review

Modification/Edit Noted

- all comments and issues must be resolved by the Sponsoring Work Group before it will be moved to TSC Review step.
- if comments are not resolved at the end of Consensus Review - can give sponsoring WG 2 additional weeks to resolve comments and then move to TSC Review step
 - Curator will contact WG to determine if they need more time?
 - If so, leave open for 2 more weeks
 - If not, move to TSC Review

TSC Approval

Modification/Edit interactions handled

- criteria for requiring modifications and sending back to Sponsoring WG
 - the project must be clearly defined
 - it must be a project that fits into the mission of HL7
 - appropriate stakeholders must be involved

PSS Approval

PSS Rejected

Future Requirements

- have a separate set of DB tables to capture PSS content rather than JIRA
 - JIRA can be used as workflow tool
- Link Project Proposal to PSS when we connect the 2 processes

- **DECISION FROM PRODUCT MANAGEMENT COUNCIL - discussed - 2020-08-14 - agree that subtask for appropriate Management Groups should be added**
 - [due date for subtasks - can this be added?](#)

- Will need to consider a triage step after WG Approval and before moving to Consensus Review

Discussion 2020-05-27

- options for review - opt-out, agree, disagree
 - **DECISION: Options and status will be opted-out, agree, and disagree**

Discussion 2020-05-27

- will add a triage step to move to TSC Review
- process for re-review when comment responded to/PSS updated based on comment
 - Melva and Josh will discuss to determine how to handle
 - currently the PSS form can be updated, but there is no change to timestamp so won't notify watchers of a change and there is a "show changes" button on the PSS, but it repeats the PSS but doesn't show changes
 - could ask anyone who updates PSS to add a comment about what changed
 - may need to be a manual process

DECISION - THERE WILL NOT BE A TRIAGE STEP ADDED

- Will need to consider a triage step after at end of Consensus Review

Discussion 2020-05-27

- JIRA will be the source of truth for dates of review and approval
 - no need to go back to PSS to update and the dates will be removed from the PSS

DECISION - THERE WILL NOT BE A TRIAGE STEP ADDED