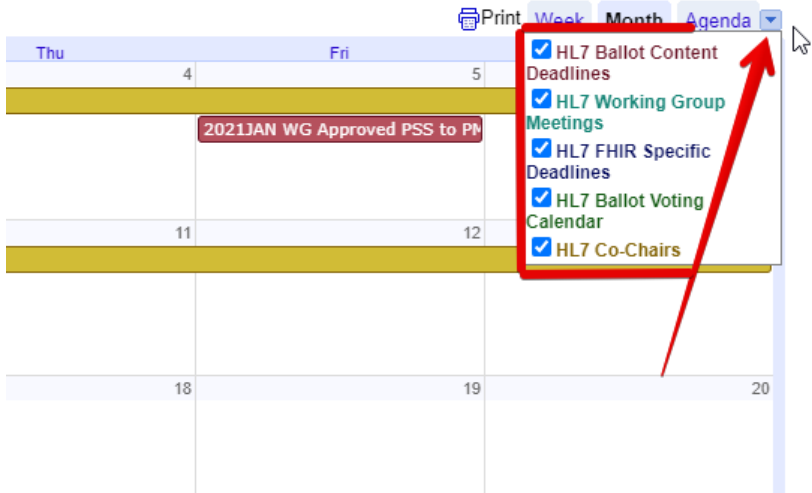


# HL7 Leadership Announcements

| Announcement  | Date          | Comments          |
|---|---------------|-------------------|
| <p>The <a href="#">HL7 Essentials Page</a> is now live. This page is designed to be a source of truth for all HL7 Leadership (co-chairs) announcements! This is the place to find information about HL7, HL7 processes and other information that is relevant to your work as an Co-Chair, Facilitator, Accelerator or anyone with an interest in gaining a basic understanding of the HL7 organization and it's processes.</p>   | 09 Oct 2020   |                   |
| <p>The second UTG session geared towards the HL7 community can be found at the links below:</p> <p>HL7 Education on Demand (free access): <a href="https://www.pathlms.com/hl7/courses/22235">https://www.pathlms.com/hl7/courses/22235</a></p> <p>HL7 YouTube: <a href="https://youtu.be/iuc6PAsmVxY">https://youtu.be/iuc6PAsmVxY</a></p>   | July 29, 2020 |                   |
| <p>"File Storage - S3 Connector" pages have been added to each workgroup space. For now these are placeholders as we finalize the process. Please do not request access at this time. When they are finalized they will be opened up and an announcement will be added here.</p>  | July 15, 2020 | still draft state |
| <p>The <a href="#">HL7 Calendars</a> page now has the ability to sort items on the "All HL7 Calendars" tab by going to the top right drop-down arrow on the calendar and selecting your choice of calendars to display.</p>  <p>The screenshot shows a calendar grid with columns for Thursday (4), Friday (5), Monday (11), Tuesday (12), Friday (18), Saturday (19), and Sunday (20). A red box highlights a dropdown menu in the top right corner of the calendar. The dropdown menu is open and shows the following items, all with checked boxes: HL7 Ballot Content Deadlines, HL7 Working Group Meetings, HL7 FHIR Specific Deadlines, HL7 Ballot Voting Calendar, and HL7 Co-Chairs. A red arrow points from the text above to the dropdown menu.</p> | June 23, 2020 |                   |
| <p>Co-Chair Meeting Slides found here: <a href="#">Co-Chair Webinars</a></p>  | June 1, 2020  |                   |
| <p>Short Tutorials on Jira Basics including what Jira is, how to work with issues, and how to search can be found here: <a href="#">How To Webinars</a></p>   | May 15, 1010  |                   |

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| <p><b>Project Proposals</b></p> <p>The TSC is implementing a new Project Proposal process which is now available for use. The goal of this process is to provide early insight for Work Groups into potential projects, to identify Work Groups who want to be involved as a sponsor, a co-sponsor or an interested party, and to identify if there are other projects underway in or outside of HL7 that overlap with the proposed project. We want to enable project proponents to find a sponsoring Work Groups without the need to go from Work Group to Work Group until a sponsor is identified.</p> <p>We are asking that newly-introduced potential projects start with a proposal <u>before</u> submitting the Project Scope Statement, but it is not mandatory at this point. At some point in the future, Project Proposals <i>will be</i> required for all new projects at HL7 that are producing Release 1 of an artefact but not for updates to previously published material. Each proposal is expected to provide:</p> <ul style="list-style-type: none"> <li>• A description of the project with sufficient detail for reviewers to understand its intent and scope as well as the types of artefacts expected to be developed, and how much of the content is already created;</li> <li>• Potential sponsoring work group or work groups, if known; and</li> <li>• A target ballot cycle, if known.</li> </ul> <p>This information is intended to eventually feed into a draft PSS form once accepted.</p> <p>When a new proposal is created, Work Group Co-chairs will be notified via an email and an announcement will be made to the Announcements stream on Zulip. The notification will provide a link to the proposal in JIRA. Work Groups are asked to review and comment on the project using the following questions as a guide:</p> <ul style="list-style-type: none"> <li>• Does this project fit into my Work Group's Mission and Charter?</li> <li>• Is my Work Group willing to sponsor this project?</li> <li>• Is there an ongoing project(s) in my Work Group that are similar to this one that may overlap? If so, provide details in your comment.</li> <li>• Is there a project(s) underway in other Groups that are similar to this one that may overlap? If so, provide details in your comment.</li> <li>• Are you aware of a project(s) outside of HL7 that may overlap with this project?</li> <li>• What other Work Groups should be considered as co-sponsors or interested parties?</li> </ul> <p>Once the project is accepted (i.e. a sponsor is identified and no barriers to the project are foreseen), a Project Scope Statement (PSS) must still be created and approved through the current HL7 PSS processes. It is important to note that this project proposal does not replace the actual Project Scope Statement and is not sufficient for work to begin, but is intended to quickly give early visibility into proposed new work. When a Work Group accepts being included on a project proposal, they are accepting that they will be a sponsor for the PSS. Further discussion and agreement with the project proponent are expected to take place to determine the next steps for the actual project.</p> <p>You can review the How To Documentation and How to Videos for Project Proposals on Confluence:<a href="https://confluence.hl7.org/display/HL7/How+to+Create+and+Review+a+Project+Proposal">https://confluence.hl7.org/display/HL7/How+to+Create+and+Review+a+Project+Proposal</a> and view the submitted Project Proposals in JIRA <a href="https://confluence.hl7.org/display/TPTF/Project+Proposals+Home">https://confluence.hl7.org/display/TPTF/Project+Proposals+Home</a></p> <p>If you have any feedback about this new process, please add a comment to the Project Proposal Confluence page:<a href="https://confluence.hl7.org/display/TPTF/Project+Proposals+Home">https://confluence.hl7.org/display/TPTF/Project+Proposals+Home</a></p> | <p>May 8, 2020</p>      |  |
| <p>Recently there has been a large jump in size of attachments and duplication of such. This causes storage to be unnecessarily large and makes it harder to find the actual content users are looking for. Keep your spaces clean and organized by deleting old attachments/versions that you do not need anymore! Please check out this quick tutorial on managing attachments: <a href="https://confluence.atlassian.com/doc/manage-files-139415.html">https://confluence.atlassian.com/doc/manage-files-139415.html</a></p>  | <p>February 7, 2020</p> |  |