

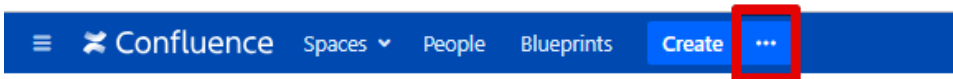
# How to Create a PSS from Template

**Note:** As you create from a template using the following procedure, the page you are creating will live, by default, as a sub-page of whatever page you were on when you started the below outlined process.

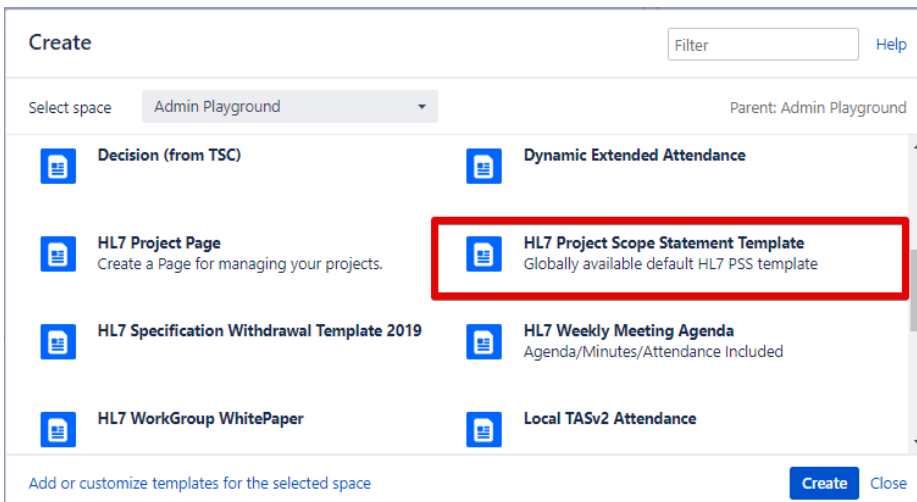
**YOU SHOULD CHOOSE THE APPROPRIATE CONFLUENCE SPACE (FOR EXAMPLE, THE SPACE FOR THE SPONSORING WORK GROUP) FIRST AND THEN CREATE YOUR PSS.**

## Step-by-step guide

1. Select the ellipsis at the top next to "Create". (If you only see two options for templates show up, select "Show More" to reveal all templates.)



2. Select "HL7 Project Scope Statement Template".



3. Enter the Project name as the "Page title".



4. Select "Publish" at the bottom right.

## Test Project

To Create a New Project Scope Statement, do the following:

1. Enter your Project Name in the Page Title field above
2. Click the 'Publish' button in the lower right corner of the page; the PSS form will appear

PSS Details Overview

Changes saved **Publish** Close

5. A page with your project name as title will appear. The form present on this page is what you will fill out.

## Test Project

Created by Joshua Proccius just a moment ago

[PSS Help and FAQs](#)

Questions or Comments? E-mail the HL7 PMO at: [pmo@hl7.org](mailto:pmo@hl7.org)

Project Name: Test Project

Project ID: [Empty]

Assigned by the HL7 PMO via Project Insight

Is Your Project an Investigative Project (aka PSS-Lite)? No

Is your Project Artifact now proceeding to Normative directly or after being either Informative or STU? No (Includes Reaffirmations)

Primary/Sponsor WG: [Empty]

Co-Sponsor WG: [Empty]

Co-Sponsor Level of Involvement: [Empty]

Project Facilitator: [Empty]

Other Interested Parties (and roles): [Empty]

6. Once you have completed the form, select "Save"

Providers

- Equipment
- Health Care IT
- Clinical Decision Support Systems
- Lab
- HIS
- N/A
- Other

Sponsoring WG Approval Date: MMM dd, yyyy

US Realm Approval Date: MMM dd, yyyy

Steering Division Approval Date: MMM dd, yyyy

TSC Approval Date: MMM dd, yyyy

**Save**

NOTE: Once you save, your form will display on the page as an editable table. This table can be edited by selecting the blue "Edit" button.

<a href="#">Edit</a> <a href="#">Delete</a>	
Project Name	Test Project
Is Your Project an Investigative Project (aka PSS-Lite)?	Yes
Is your Project Artifact now proceeding to Normative directly or after being either Informative or STU?	No
Primary/Sponsor WG	Anesthesia
Other Interested Parties (and roles)	test
Project Scope	test
Project Need	test
Objective or Deliverable	test
HL7-Managed Project Document Repository URL:	test
Backwards Compatibility	No
Realm	Universal

Questions? [Email webmaster@hl7.org](mailto:webmaster@hl7.org)