Work Group Health and PBS Metrics

- 2022Sep Final Reports
- PBS Reports
- 2022Sep Interim Reports
- PBS Metrics Office Hours - PILOT
- 2022May Final Reports
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- 2022Jan Final Reports
- 2022Jan Interim Reports
- 2021Sep Final Reports
- 2021Sep Interim Reports
- 2021May Final Reports
- 2021May Interim Reports
- 2021Jan Final Work Group Health Reports
- 2021Jan Interim Reports
- 2020Sep Final Reports
- 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

PBS Metrics Office Hours - PILOT
The PBS Metrics Staff (Dave Hamill, Anne Wizauer and Lynn Laakso) have the following office hours for anyone to meet to discuss PBS Metrics and Work Group Health issues.

<table>
<thead>
<tr>
<th>Work Group (WG) Health Metric Has Been Met If:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Active Projects</strong></td>
</tr>
<tr>
<td>A WG has 1 or more active projects.</td>
</tr>
<tr>
<td>This is from a report generated from Project Insight (sorted by Work Group). This information is also viewable via the HL7 Searchable Project Database on <a href="http://www.hl7.org">www.HL7.org</a>: <a href="http://www.hl7.org/special/Committees/projman/searchableProjectIndex.cfm">http://www.hl7.org/special/Committees/projman/searchableProjectIndex.cfm</a></td>
</tr>
<tr>
<td>Send any corrections to <a href="mailto:pmo@HL7.org">pmo@HL7.org</a>.</td>
</tr>
<tr>
<td>*Active projects are approved projects in active status with resources working on them</td>
</tr>
<tr>
<td>*This measure does not include 3-Yr Plan, On Hold, or unapproved projects</td>
</tr>
<tr>
<td><strong>M&amp;C &lt; 5 yrs old</strong></td>
</tr>
<tr>
<td>The WG's Mission and Charter (M&amp;C) Statement has been updated in the past five (5) years</td>
</tr>
<tr>
<td>*Changes to Mission and Charter statements must be approved by the WG and Steering Division</td>
</tr>
<tr>
<td>*Review without changes to Mission and Charter statements must be approved by the WG with notification to Steering Division</td>
</tr>
<tr>
<td><strong>Project Health</strong></td>
</tr>
<tr>
<td>Project Health is not Red (must be Green or Yellow)</td>
</tr>
<tr>
<td>*Project Health as expressed on the WG Health spreadsheets is calculated by combining the following measures from the PBS metrics spreadsheet:</td>
</tr>
<tr>
<td>*Percentage of project insight items with next milestone behind &gt; 120 days (calculated from Project Insight Searchable DB export)</td>
</tr>
<tr>
<td>*Unpublished ballots (see detail at <a href="http://www.hl7.org/special/Committees/projman/SearchableProjectIndex.cfm">Unpublished Ballots</a>, please note the page runs two large real-time data queries and takes a while to load)</td>
</tr>
<tr>
<td>Lists items that are &quot;finished&quot; (passed by numbers and reconciliation is complete) but unpublished (not on the HL7 Standards page). If one cycle has passed and the ballot has not been published it is &quot;yellow&quot;, if two cycles it is &quot;red&quot;.</td>
</tr>
<tr>
<td>*Ballots requiring recirculation (see detail at <a href="http://www.hl7.org/special/Committees/projman/SearchableProjectIndex.cfm">Ballots Eligible for recirculation</a>, please note the page runs two large real-time data queries and takes a while to load) i.e. unpublished ballots that are normative</td>
</tr>
<tr>
<td>After 1 ballot cycle from its last ballot, the item will be marked as YELLOW; after 2 ballot cycles, the item will be marked as RED</td>
</tr>
</tbody>
</table>
Active ballots with incomplete reconciliation for > 2 cycles - (quick view at Active ballots with incomplete reconciliation for > 2 cycles; please note the page runs two large real-time data queries and takes a while to load)

Note: The full source for this information is from the Reports tab on Work Group's pages within www.HL7.org > Resources > Work Groups; or see http://www.hl7.org/Special/committees/tsc/BallotManagement/Reports/Incomplete_Recon_all_wgs.cfm

Idle Ballots - (quick view at Idle Ballots; please note the page runs two large real-time data queries and takes a while to load)

Note: The full source for this information is from the Reports tab on Work Group's pages within www.HL7.org > Resources > Work Groups; or see http://www.hl7.org/Special/committees/tsc/BallotManagement/Reports/IdleBallotItems_all_wgs.cfm

Idle ballot items are those items that have not returned to ballot after three or more cycles (i.e. 1 year) and have not published, whether or not reconciliation activities are complete.
Example: If a Jan 2022 item appears on the Idle Ballot report, that item should be resolved prior to submitting a NIB for the May 2023 ballot cycle.

Expired STUs: (quick view at Expired STUs; please note the page runs two large real-time data queries and takes a while to load)

Note: The full source for this information is from the Reports tab on Work Group's pages within www.HL7.org > Resources > Work Groups; or see http://www.hl7.org/Special/committees/tsc/BallotManagement/Reports/ExpiredDSTUs_by_wgid.cfm

The Expired STU report lists the following:
STUs that have already passed their expiration date and for which the sponsoring Work Group has not either:
- Indicated that the item will return to ballot as either a STU Update or a Normative Standard, or
- Asked the Technical Steering Committee (TSC) for an extension to the STU, or
- Indicated to the TSC that the item will be withdrawn from future consideration.

* 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 five (5) years

# of UTG Proposals in "Meeting Needed" Status for >3 mos
Anne Wizauer what query is used to report this?

Percent of stale JIRA tickets
Stale JIRA tickets (6 months old) as a percentage of WG total tickets. Anne Wizauer what query is used to report this?

Ballot Presence
The WG participated in the current or preceding five ballot cycles

Number of Missed Deadline Appeals to TSC
The WG did not submit appeals for missing deadlines including WG approved PSS to PMO, TSC approval of PSS, NIB, and/or final content deadline (manually tracked)

Minutes Posted Since Last WGM
The WG has posted minutes since the last Working Group Meeting (WGM) (manually tracked)

*Minutes should be posted to the WG's Confluence page.

WG CC Scheduled
The WG has scheduled and held conference calls since the last WGM (manually tracked)

*For WGs that do not conduct conference calls, approved out-of-cycle meetings also satisfy this requirement

TSC Election Participation
Work Group voted for Work Group representatives in annual election (only measured in September cycle) (manually tracked)

WGM Scheduled
The WG scheduled one or more in-person meetings at the upcoming WGM (manually tracked)

Co-Chair WGM Tasks
The WG completed the prescribed activities by the stated deadlines (manually tracked), 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