

Project Charter



Final for Distribution	
Project Name	IIS Joint Development Advisory Workgroup
Project Lead	AIRA Date: Sept. 11, 2015
Project Sponsor	CDC/IISB through Standards Cooperative Agreement
Customer	IIS Programs/Awardees and Vendors/Partners
<p>Project Purpose</p> <p>To guide the IIS community toward optimal collaborative development and tools to support shared products and services. This will be achieved by creating an overarching Joint Development Advisory Workgroup that can represent the full community generally, and the four platform-specific user groups specifically. The Workgroup will be charged with creating and providing overall governance for joint development, collective prioritization, and knowledge transfer regarding best practices for IIS development. This will include launching an initial collaborative project.</p>	
<p>High Level Project Description</p> <p>This project will support AIRA’s Joint Development Initiative as articulated in the Standards Cooperative Agreement. The IIS community as a whole is moving toward more coordinated development and universal standards adoption to better support a nationwide network of interoperable IIS. To this end, there is a need for an Advisory Workgroup to identify, prioritize, and support joint development activities across the IIS community. Vendor and implementer support and engagement are critical for these efforts.</p> <p>Initial collaborative development efforts are taking place among IIS using the same platform or same development approach. To support this process, AIRA stood up and supports two platform-specific user groups to facilitate sharing, education, and potential joint development efforts among programs using the same platform or development approach (Grantee Developed System Users, WIR Platform Users), while also creating communication channels with two additional platform-specific user groups already in process (Envision and STC Platform Users). This Advisory Workgroup will integrate representatives from each of these existing user groups and develop project-specific governance to support collaborative efforts. AIRA will provide support, project management, and tools for sharing and dissemination of Workgroup and collaborative effort outputs.</p>	
<p>High Level Requirements</p> <ul style="list-style-type: none"> • Create a structure for a Joint Development Advisory Workgroup that can represent all IIS Programs. This initial group will be asked to participate for approximately an 18 month period between June 2015-December 2016, at which point the composition of the group will be reviewed and evaluated, with subsequent evaluations annually. • Identify key representative IIS program staff, vendor/consultant/IT representation, AIRA Board and Staff, and partner representation to participate in routine meetings • Provide administrative and programmatic support for ongoing calls and face-to-face meetings • Select an initial collaborative project to support with a joint development process. • Determine governance and guidance for decision-making and development efforts for this initial collaborative project that will help to inform joint development across the IIS community. 	

- Contribute to the development of requirements for a knowledge sharing repository that will support joint development efforts as well as facilitate knowledge and product sharing across the IIS community.
- Evaluate process and outputs of workgroup decisions to inform further joint development efforts.

Project Objectives

1. Create Advisory Workgroup.
2. Document structure, function, duration, and scope of Advisory Workgroup through review and modification of Project Charter.
3. Design and document criteria for selection of an initial collaborative project.
4. Apply criteria to select the project.
5. Develop project-specific governance document to guide decision making and prioritization processes for the project.
6. Identify and support the participating parties who will implement the project.
7. Evaluate process of selecting, choosing and supporting the implementation of the project.

Timeline/Major Milestones

- By July 31, 2015 convene initial virtual meeting of Joint Development Advisory Committee, followed by monthly or bi-monthly conference calls/webinars.
- By September 30, 2015 document structure, function and scope of Advisory Workgroup through review and modification of Project Charter
- By October 31, 2015 convene in-person meeting to finalize Joint Development Advisory Workgroup processes and to select a proof of concept project.
- By December 31, 2015 outline project-specific governance to identify participating parties, guide decision making and prioritization processes.
- By December 31, 2015, review requirements and an implementation plan for a knowledge sharing repository that will support joint development efforts as well as broader shared products and services across the IIS community.
- By December 31, 2015, review and provide comment on project plan for the launch of an initial collaborative project.
- By December 31, 2016, support the requirements development for and completion of a selected project, which may include implementation of targeted project in one or more IIS.

Project Scope

The High Level Requirements and Objectives above identify activities that are in scope for this project. Activities that are out of scope include:

- Providing funding to awardees or IIS vendors/implementers to create solutions based on the initial collaborative project.
- Ongoing support for existing user groups, which is a separate activity.
- Restricting, replacing, or creating redundancy with ongoing joint and collaborative work already underway across the IIS community.

Project Constraints

- Although sharing is frequent across the IIS community, joint development with broad participation is a new concept that will require significant support, education, and partnership

across IIS programs and partners. In particular, IIS vendors and implementers may be concerned about joint development potentially affecting their current business model. However, the goal is not to affect vendors' or implementers' business models, but to support broader sharing of ideal solutions or knowledge.

- Volunteer efforts alone will not be sufficient to incentivize and sustain collaborative development efforts, and dedicated funding and grant objectives should continue to be explored.
- Changing funding methodologies at CDC such as the new Blanket Purchase Agreement (BPA) process will likely influence joint development, but their full impact is unknown at this time.
- The emerging Public Health Community Platform may also provide products or support to leverage regarding governance, hosting, and/or dissemination of information, but the outcome and future deliverables of that project are also unknown at this time.

Project Assumptions

- NCIRD and IISB are committed to supporting joint development between and among IIS projects
- IIS vendors and implementers are key partners who will engage in and support joint development efforts
- Partners such as PHII may be able to provide further structural and programmatic support to joint development efforts
- Because of the overlap of content and goals of each of these groups, efforts for joint development will be closely coordinated with efforts towards standards technical assistance and the development of a shared repository for documents, projects, code, and tools/applications, as well as the development of a communications platform for maintaining ongoing connection with AIRA members and the broader IIS community.
- Representatives on this Advisory Workgroup will share the discussion and views of the platform specific user groups they attend, as well as share information about the Workgroup back to the platform specific user groups, but they will not be expected to formally represent the views and opinions of user group members for governance purposes.

Project Outputs/Deliverables

- A project-specific governance document that outlines the process for decision making regarding the development of joint products or the prioritization of community-wide goals.
- An initial collaborative project that is planned across two or more IIS, ideally spanning multiple IIS platforms.
- A functioning, interconnected network of IIS programs discussing and planning for joint development projects and community prioritization.