CMAG 2017 Work Plan

Describes the aims and objectives of the Content Managers Advisory Group (CMAG) throughout 2017.

Overall objectives

The main purpose of the Content Managers Advisory Group in 2017 is to provide IHTSDO with national perspectives on identified content topics and issues through provision of advice and feedback.

Meetings

Teleconferences

Teleconferences will be held every month on the second Tuesday of the month, and alterations to timing of meetings will be notified in advance (within 2 working weeks).

Face-to-Face meetings

The Content Managers AG plans to meet at both IHTSDO Business meetings during the year.

April 2017 - London, UK

- Business meeting scheduled April 23rd-26th, 2017
- CMAG plans to meet for one full or half day during IHTSDO business meeting
- Agenda to be agreed

October 2017 - Bratislava, Slovak Republic

- Business meeting scheduled October 15th-20th, 2017
- CMAG plans to meet for one full or half day during IHTSDO business meeting
- Agenda to be agreed

2017 Activities

<table>
<thead>
<tr>
<th>Activity</th>
<th>Scope</th>
<th>Deliverables</th>
<th>Timeframe (suggested)</th>
<th>Lead</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provision of national perspectives on current SNOMED CT content projects and topics</td>
<td>Relevant current SNOMED CT content projects and topics as identified by the IHTSDO Content team</td>
<td>1. Items will be raised as relevant over the course of the year. For each item raised the deliverable will be input and/or feedback as required within mutually agreed timeframes.</td>
<td>Provision of input on the topic/s within set timeframes as agreed by the CMAG and Content Team.</td>
<td>Cathy Richardson together with relevant IHTSDO Content team member for item being discussed.</td>
<td>Ongoing work plan item with topics and issues raised as required. March 2017 status: First item for 2017 Care plans being presented at March meeting.</td>
</tr>
</tbody>
</table>
Prioritisation of the IHTSDO Content Tracker

Components explained: What the fields in the Content Tracker mean:

1. Identification of the components are a 'high' and 'medium' priority for resolution by members.
   a. Within those of high priority - the key priorities should be identified.
2. Prioritisation of the IHTSDO Content Tracker components using the Prioritisation criteria and taking into account the Member input provided.
   a. At a minimum the top 20 components should be identified.

Components explained:

Prioritisation of the IHTSDO Content Tracker issues at the component level.

Components explained:

1. Due by XXXX
2. The top twenty are due by 28th February 2017

1. Cathy Richardson with support from Elaine Wooler and Linda Parisien
2. Sub group activity with the following members:
   - Cathy Richardson
   - John Fountain
   - Elaine Wooler
   - Linda Parisien
   - Daniel Karlsson

Completed 21 February 2017

Due by 28th February 2017

1. Completed 2 March 2017

Development of collaboration on content development between Members

National extensions

1. A Confluence page where Members provide information on their current content development.
   - Includes population of the page and agreement on the frequency of updates.
2. (On hold) An agreement (developed in collaboration with the IHTSDO) for the regular updating of the MultiEnglish browser.
   - http://multibrowser.ihtsdotools.org/
   - Includes frequency of updates, when information is to be submitted by, format etc.
   - Given need for internal IT resources to support this - item is on hold. May or may not be done for 2017.
3. Analysis of the extension content with:
   a. Identification of areas where two or more countries have developed content.
   b. Content has been developed by one country that is of value to another country.
   c. Proposal on how to manage content identified in points a and b.

Item 3 is dependent on tooling and the work occurring in the Modelling Advisory Group.

1. Due by April face to face meeting.
2. On hold
3. Due by (provisional):
   - Initial update: April Face to Face
   - Analysis reporting: October

1. Matt Cordell with support from Cathy Richardson
2. XXXX (small sub group activity) with support from XXXX (IHTSDO IT team staff member - if agreed with Rory)
3. Olivier Bodinneida (sub group activity) with support from:
   - Matt Cordell
   - Cathy Richardson
   - Elaine Wooler
   - Linda Parisien
   - Elze de Groot

Completed 21 February 2017

1. TBA
2. Being transferred for consideration for the 2018 work plan.
3. March 2017 status update:
   - 9 extension(s) /editions have been collected
   - Analysis has commenced
   - Preliminary report provided at April meeting.

Communication

- The Content Managers AG will enable two-way communication between the IHTSDO Authoring Team and its Members on areas relevant to SNOMED CT content development.
- The primary routes for communications will be the Content Managers AG Confluence Space and AG Meetings.
- Communications to the Content Managers AG will by default, be publicly accessible on the AG Confluence Space.
- Information that is not for public view may also be shared on pages that are accessible to Content Managers AG members only. Requests for closed areas must be sent to crn@ihtsdo.org prior to posting materials.

Criteria for measuring success

The key criteria for success of the Content Managers AG in 2017 will be related to the timely provision of advice and feedback to support the IHTSDO Content Development Roadmap and the 2017 Content Work Plan. The measures of success will relate to the achievement of the deliverables as set out in the 2017 activities section above.

Links:

Actions:
<table>
<thead>
<tr>
<th>Date</th>
<th>Requested action</th>
<th>Requester(s)</th>
<th>Response required by:</th>
</tr>
</thead>
</table>
| 7 December 2016 | Please review the CMAG 2017 Work Plan focusing on 1. 2017 deliverables  
   a. Do you see the deliverables as achievable? If no, which deliverable do you see should be dropped? Should anything additional be added?  
   b. Which collaboration deliverable(s) would you be willing to assist the group with achieving? Lead or support role?  
   i. The time lines for achieving these deliverables will be determined by those undertaking the work in discussion with the Group chairs.  
2. Overall work plan:  
   a. Please review the other sections of the plan and comment if any changes are required.  
Given timelines the prioritisation work will be covered separately.  
Please post your responses as comments below. | Cathy Richardson                  | Camilla Wiberg Danielsén 03 January 2017 Please review the 2017 Work Plan as noted in the requested actions. Thank you.  
Daniel Karlsson 03 January 2017 Please review the 2017 Work Plan as noted in the requested actions. Thank you.  
Elaine Wooler 03 January 2017 Please review the 2017 Work Plan as noted in the requested actions. Thank you.  
Elze de Groot 03 January 2017 Please review the 2017 Work Plan as noted in the requested actions. Thank you.  
John Fountain 03 January 2017 Please review the 2017 Work Plan as noted in the requested actions. Thank you.  
Linda Parisien 03 January 2017 Please review the 2017 Work Plan as noted in the requested actions. Thank you.  
Matt Cordell 03 January 2017 Please review the 2017 Work Plan as noted in the requested actions. Thank you.  
Olivier Bodenreider 03 January 2017 Please review the 2017 Work Plan as noted in the requested actions. Thank you. |