

**StratML Committee
Conference Call Meeting**

April 24, 2008

1. Welcome and Introductions

The committee chairman, Owen Ambur called the meeting to order at 1:40 p.m. Those in attendance included:

Owen Ambur, Chair
Ebony Downtin
Betty Harvey
Alice Marshall
Ron Reck
Adam Schwartz
Allison Ugarde
Betsy Fanning

2. Approval of the Agenda, April 24, 2008

The agenda for the April 24, 2008 was approved as presented. (Marshall/Harvey)

3. Approval of the Minutes, January 10, 2008

The meeting minutes for the January 10, 2008 meeting were approved with a correction to the spelling of Claire Shanley's name. (Ugarde/Marshall)

4. Review of the names and definitions of the elements

The first seven (7) elements and definitions (vision, mission, goal, objective, external analysis results, internal analysis results, major planning assumptions) would be nice to have but should be postponed to be included in the schema until the second version. The committee discussed other common elements such as mission, vision, value, goal, objectives, stakeholder, name and description for the goals, objectives and stakeholder along with start and end dates and submitter and steward of the plan. It was agreed that these elements wait until version 2 to be included in the schema and that they may also be covered with the performance plan and performance report.

Element 8 – Mission – Mission in this sense is a good idea. The core breaks up into other elements. The information in this element can be included in the narrative.

Element 9 – Assessment Findings – The committee agreed to postpone this element to version 2.

Element 10 – Strategy – It is noted that this is what the performance plan would provide. The element should be considered as a part of the performance plan items. This element may be addressed more completely in version 2.

Element 11 – Strategic Alignment – The committee agreed to defer until version 2 as it would be more complex than what is needed for the first version of the schema.

Element 12 – Objective Measurement – The committee agreed to defer until version 2.

Element 13 – Objective Timeframe – It was noted that timeframes are implicit and that objectives are explicit and dated in that they must be completed by a specific date. The committee agreed that in the text of the standard, a definition of explicit and implicit is needed. Including this element in the schema is deferred until version 2.

Element 14 – Description as another Child of Organization – The committee discussed the use of existing elements <name>, <description>, etc. to describe the organization.

Element 15 – Milestone and Timetables – The committee agreed to defer until version 2 as this element is complex and additional input will be required from others.

Element 16 – Classification Schemas - The committee agreed to defer until version 2 as it requires specifying taxonomies with multiple levels. Since the organization name and acronym will be captured in the schema, the committee discussed if the address, divisions and subdivisions should be captured as well. Betty Harvey volunteered to provide names of standards that specify how to identify divisions and subsidiaries of an organization. The example discussed was the US Army and Department of Defense.

Element 17 – Geospatial attribute – The committee agreed to defer to version 2. The Open Geospatial Consortium was contacted for input on this element.

Element 18 – Globally Unique IDs (GUID) – The committee discussed that globally unique IDs are long addresses that utilize mathematics to ensure the uniqueness of the address. It was suggested that the schema could use goals and objectives as well as stakeholders. It was discussed that these Globally Unique IDs could be added to the schema but made optional. The committee also discussed having IDs on all elements. GUID was accepted for version 1. The element could optionally use ID or GUID but a valid XML ID would be needed.

Element 19 – Version Control – The committee discussed the need for version control as an attribute. Betty Harvey volunteered to help in identifying the appropriate attribute.

Element 20 – Relationships – This element was deferred until version 2 of the schema as it is necessary to enable established relationships to cross plans.

Element 21 – Story – This element was deferred until version 2 of the schema. It was noted that this element would be useful if it contained success and failure stories.

Element 22 – Stakeholder and Ron Peck's recommendation – It was noted that there may be varying levels of stakeholders or one may have multiple stakeholders. The committee discussed the delineation of stakeholders and the importance to be able to describe the stakeholders. Many plans list the stakeholders at the plan level. Committee members were requested to review the existing strat plans. Stakeholder types was deferred to version 2 of the schema.

Element 23 – Namespace, URI and Ron Peck's recommendation – It was noted that this would be a useful addition to StratML. The committee discussed namespaces. It would be desirable to have this as an optional element so that if a person wanted it they could have it but it would not be required for a full schema. The committee discussed backward compatibility of the element and did not see any issues. From namespace, it would be problematic to do this as it would be necessary to add one element at the beginning that would be a stagnant URI or Namespace that may or may not connect to anything on the web.

AIIM was requested to secure the www.stratml.org URL so that the namespaces could be pointed to it.

Betty Harvey agreed to review and revise as necessary the namespaces and GUID sections.

Next Meeting

The next meeting of the StratML committee will be on Thursday, May 8, 2008 at 1:30 p.m.

The meeting was adjourned at 2:50 p.m. (Harvey/Marshall)