

**StratML Committee  
Draft Meeting Minutes  
Conference Call Meeting**

**February 10, 2009**

1. Welcome and Introductions

The February 10, 2009 meeting of the StratML committee was called to order at 11:03 a.m. by the chair Owen Ambur. Those participating in the meeting included:

Owen Ambur, Chair  
Ari Knausenberger  
Adam Schwartz  
Sylvia Webb  
Allyson Ugarte  
Betsy Fanning

2. Approval of Agenda, February 10, 2009

The draft meeting agenda for the February 10, 2009 meeting (StratML 2009-003) was approved as presented. (Schwartz/Webb)

3. Approval of Draft Meeting Minutes, January 6, 2009

The draft meeting minutes for the January 6, 2009 meeting (StratML 2009-002) were approved with the amendment of the 6<sup>th</sup> bullet on page 2 which as modified reads, "Add definitions for <Acronym>, <SequenceIdentifier> and <Identifier> to the tables in section 4.2 – Accepted." (Webb/Ugarte)

4. Review of Action Items

The committee reviewed the action items list. Please review the action items list for status. A summary of the discussion follows.

- Acquire URL – AIIM had not heard from OCEG but sent an email to them to remind them of the agreed upon actions. While in the meeting, AIIM learned and shared with the committee that the contact person at OCEG who we were working with has since left OCEG and another OCEG person would be in contact with us.
- X12 – A conference call was held with X12 representatives that was very positive. Positive discussion on the liaison took place at their Portland meeting. AIIM is in agreement with the X12 template MOU but will make some minor changes to it and send it to X12 for ratification.
- W3C – Owen continues to be involved with this group.

- No status or changes on the Ongoing Tasks
- Deferred Task – Review Performance Plan report graphic and glossary will be moved to Open Tasks since that is now In Process.
- Deferred Task – Consideration of how version control should be handled will be deleted from the Action List.

## 5. Discussion of Elements for Part 2: Performance Plans and Reports

The committee reviewed the elements diagram created by Adam Schwartz for part 1 of the standard. The diagram will be modified to accommodate performance reports.

The committee reviewed the performance plans and reports value chain graphic developed by Owen Ambur. The graphic identifies inputs, processes, outputs, and outcomes and adds an element of measurement frequency.

The committee reviewed the candidate elements. In performance plans, someone should be designated to be responsible for each objective. The committee discussed if the element 'Stakeholder Type' was essential and how it would be used, i.e., for quality control and consistency when validating the plan or for some other purpose.

Metric Type – The committee discussed the need to measure success. The example provided should be changed to be more appropriate to a performance plan. One example the committee considered was the example used by President Obama in his speech on February 9 and the number of jobs resulting from the stimulus plan.

It was suggested that the committee look at the Federal Enterprise Architecture Performance Reference Model to see how Part 2 can capitalize on it.

Outcome Type – This is a new concept to Part 2 and is a parent element that leads downward. The committee will need to do some prototyping to better determine how to use this element. It was noted that the organization has control over the Output where as Outcome is based on the efforts of others.

The following definitions need to be reviewed and possibly revised:

- Output Type
- Input Type
- Process Type

The committee discussed the potential of adding other elements. Optional elements may be included in Part 3 if one is created.

## 6. Next Steps

Adam Schwartz will work in an example of the economic stimulus creating 4 million jobs.

Sylvia Webb will make a first attempt at a schema for the Performance Plans and Reports.

Social Security has a performance plan from which Ari Knausenberger will attempt to produce a mock up of the schema showing relationships between the elements.

The next meeting for the StratML committee will be on February 24, 2009 at 11:00 a.m. Eastern.

#### 7. Adjournment

The StratML February 10, 2009 meeting was adjourned at noon. (Schwartz/Webb)