

**StratML Committee
Meeting Minutes
Conference Call Meeting**

February 24, 2009

1. Welcome and Introductions

The February 24, 2009 meeting of the StratML committee was called to order at 11:05 a.m. by the chair Owen Ambur. Those participating in the meeting included:

Owen Ambur, Chair
Adam Schwartz
Sylvia Webb
Allyson Ugarte
Andy Bailey
Betty Harvey
Joe Carmel
Betsy Fanning

2. Approval of Agenda, February 24, 2009

The draft meeting agenda for the February 24, 2009 meeting (StratML 2009-005) was approved as presented. (Webb/Schwartz)

3. Approval of Draft Meeting Minutes, February 10, 2009

The draft meeting minutes for the February 10, 2009 meeting (StratML 2009-004) were approved as amended. (Schwartz/Webb) The amendments included deletion of last sentence in 2nd paragraph in section 5, replacing 2nd sentence in 3rd paragraph with "In performance plans, someone should be designated to be responsible for each objective. "; deletion of last sentence in 5th paragraph, deletion of 3rd sentence in 6th paragraph and change last word in 6th paragraph to "others".

4. Review of Action Items

The committee reviewed the action items list. Betty Harvey's task of identifying appropriate attributes for version control was placed into the on hold section of the list. AIIM's task of obtaining a domain for StratML was completed with the acquisition of stratml.net. The task of finalizing the MOU with OCEG was moved to ongoing tasks. The latest version of the MOU with ASC X12 went to the X12 Board. We are waiting for their response. Adam Schwartz was in the process of creating an example of the economic stimulus creating 4 million jobs and is reviewing the plan for elements that may have been missed from our elements listing. Ari Knusenberger completed a mock up of the schema with

relationships so this task will be moved to the complete section. An action item for AIIM to send the final version of the document to the committee for review and approval was added to the open items. The committee did not review the On Going, On Hold, or Deferred tasks. All other statuses on the task list remain the same.

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

The committee reviewed the graphic drafted by Adam Schwartz:

- Page 1 – no changes
- Page 2 – Overview of performance plan – requested arrows be revised to start at InputType and that the concept of Stakeholder be incorporated into the graphic
- Page 3 – Discussed the color coding of the elements. The committee also discussed the depiction of the value chain and that it shows what would go into the value chain.

The committee also discussed the stakeholder or stakeholder type and agreed it was all right to have a stakeholder even though there are child elements as long as there is no role. It will be all right to not have a stakeholder type. It was noted that in XML, type defines something else. Roles would be helpful but would need to be applied consistently. The committee agreed to make the stakeholder role an attribute and may want to provide a list of values for it. Adam Schwartz will review the graphic to ensure it is depicted correctly and Sylvia Webb will revise the schema accordingly.

The committee agreed to remove type from value chain type to make it value chain. It was noted that if type is used as an attribute, it should not be kept as an element.

Allyson Ugarte has been reviewing the Small Business Administration and Social Security plans. They follow common plan structures beginning with agency goals followed by mission and long-term objectives and then requirements. They are organized by program. The indicators used in the plans are dollars. Some of the plans have defined performance indicators. Allyson will continue to look at the plans and develop a comparison table.

The committee discussed the use of ISO 8601 for date structure and agreed to use it. AIIM will make sure ISO 8601 is listed in the Normative References of the standard. The committee quickly reviewed the schema and definitions for Part 1 and the dates follow the requirements in ISO 8601.

The committee reviewed and discussed Andy Bailey's prototype. The tool used helps in tracking the metrics.

6. Next Steps

The committee should review the schema and definitions and make modifications as necessary. After this is complete, part 2 of the standard will be drafted.

The next meeting of the StratML committee will be on March 10, 2009 at 11:00 a.m. Eastern.

7. Adjournment

The StratML February 24, 2009 meeting was adjourned at 12:15 p.m. (Ugarte/Schwartz)