

**StratML Committee
Draft Meeting Minutes**

April 14, 2009

1. Welcome and Introductions

The April 14, 2009 meeting of the StratML committee was called to order at 11:11 a.m. by the chair Owen Ambur. Those participating in the meeting included:

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

Brian Waite introduced himself. Brian is located in Italy as part of the armed forces in Europe and brings to the committee extensive experience in XML and strategic plans.

2. Approval of Agenda, April 14, 2009

The draft meeting agenda for the April 14, 2009 meeting (StratML 2009-011) was approved as presented. (Schwartz/Ugarte)

3. Approval of Draft Meeting Minutes, April 2, 2009

The draft meeting minutes for the April 2, 2009 meeting (StratML 2009-010) were approved as amended. (Ugarte/Webb) The amendments included editing the first sentence of the 4th paragraph under section 5 to read "The committee agreed the administrative metadata in the performance plan should be the same as that in the StratML Core."

4. Review of Action Items

The committee reviewed the action items list. The attached Action Items list reflects the status discussions that took place.

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

The committee discussed the ID and Identifier which are in the schema. It was noted that if they are the same thing the schema only needs to have one. The committee discussed the need for consistency of elements and attributes. ID is used as an attribute in Part 1. The committee discussed it ID should be an

element in Part 2. It was noted that a definition for ID should be included in the glossary and a better name used to ensure that ID and Identifier could co-exist better in the schema and not cause confusion. While ID is in Part 1 of the standard which has been approved by the committee, it was decided that the ID attribute be changed to Identifier and the element 'Identifier' be deleted from the schema.

The Stakeholder in the core elements part of the standard has a different set of elements. It was noted that the same name for an element or attribute cannot be used for two representations as that causes confusion. The committee discussed that it may have elements that need definitions in the glossary for type and performance plan which lead to a discussion on type. The committee agreed to delete the element 'Type' from Part 2 of the schema.

Sylvia Webb reported on her review of metrics and units of measure.

One stakeholder of performer type should be identified in the performance plan. The committee discussed the items that would be identified for tasks. One item would be a measure of performance that would be used to determine the percentage of completion for the task. Measures of effectiveness can determine the level of effectiveness.

The committee discussed the level of flexibility that should be in the performance plan and if they wanted a similar hierarchy for where the plan resides in a large organization.

The committee discussed that Part 3 of the standard would discuss the relationship element that would bridge the strategic and performance plans and point to specific objects.

6. Next Steps

Owen Ambur will develop a definition for performance plan. Committee members are requested to review the schema.

The next meeting of the StratML committee will be on April 28, 2009 at 11:00 a.m. Eastern.

7. Adjournment

The StratML April 14, 2009 meeting was adjourned at 12:01 p.m. (Schwartz/Webb)

Action Items – StratML – As of April 14, 2009

Open and In Process Tasks

Responsible	Action Item	Status

Ongoing Tasks

Responsible	Action Item	Status
All	Review Strategy Plans	Ongoing; status remains the same
All	Review examples in the glossary and send additional examples to Owen Ambur	Ongoing; sufficient examples have been obtained for Part 1. This will be a focus for Part 2 and the performance plans.
AIIM	Establish liaison with ECMA.	
AIIM	Finalize the OCEG MoU.	AIIM will continue discussions with OCEG regarding the MOU.
All	Review Performance Plan report graphic and glossary	On going
AIIM	Establish a liaison relationship with W3C.	Owen continues to be involved with the W3C. AIIM is continuing efforts to establish a liaison. Will be discussing potential to reference W3C.

Deferred Tasks

Responsible	Action Item	Status
O.Ambur	Discuss with Peter Bensen on having StratML schema included in the ECMA dictionary	Deferred. To be discussed as part of liaison with Ecma

On Hold Tasks

Responsible	Action Item	Status
All	Reach out to SEC to promote use of StratML for annual reports	On Hold. Discussed that it would be nice to have StratML mentioned in XBRL conference but may be too late to get on the program. Owen exchanged emails with representatives of OMB and Treasury with regard to the XML conference where the SEC will be presenting.
Betty Harvey	Identify appropriate attributes for version control	In process; status continues

Completed Tasks

Responsible	Action Item	Status
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Owen Ambur	Add type to input, output, outcome, process and modify value chain	Complete
Betty Harvey	Provide names of standards that specify how to identify divisions and subsidiaries or organizations	Completed through discussions on the listserv. However, this task may need to be revisited for subsequent versions.
All	Review Glossary and comments	Complete
John Bosley & Adam Schwartz	Revise definition of Vision to be more conceptual	Complete
Betty Harvey and/or Sylvia Webb	Review and revise as necessary namespaces and ID sections	Complete
AIIM	Format and amend the standard as necessary. Review the standard and provide comments as necessary.	Complete.
AIIM	Acquire URL – www.stratml.org	Complete. AIIM acquired www.stratml.net .
Ari Knausenberger	Create a mock up of the schema depicting relationships	Complete.
Sylvia Webb and AIIM	Identify liaison to X12 that can be established to help on this work. Pursue joint effort relationship with X12.	Complete. Sylvia Webb will represent X12.
Adam Schwartz	Revise graphic for performance plans	Complete
AIIM	Send final version of document to committee for review.	Complete
All	Persistent URL for schema to facilitate easier style sheet creation	Complete with acquisition of stratml.net domain. Let Ken Holman know.
Sylvia Webb	Create version 1 of schema	Completed
Adam Schwartz	Create example of economic stimulus creating 4 million jobs	Completed.