Collaboration_Content Analysis Template

DD Month YYYY

Project Title

Scope:

- A description of work item, including what is in and out of scope.

Deliverables:

- What products will this project deliver?

Timeline:

- What are the expected timelines for the work?
- Will the impact on extensions and users need to be considered when developing the timeline?
- Which terminology releases are expected to contain the content?

Content Tracker Links:

Content Analysis:

Hierarchy

- Which hierarchy or hierarchies will be worked on?
- Is it a foundational hierarchy e.g. body structure?
- Is there more than one semantic tag within the focus area of the hierarchy?

Current Quality of Content in the Focus Area

- Correctness of subsumption
- Model - existence of a model, quality of modeling
- Definition status of concepts
- Clarity of FSNs
- Synonyms - consistency and quality of PT's
- Alignment with naming conventions
- Currency of content
- Clinical quality

Impact of Planned Work

- Will the changes impact other areas of the terminology?
- Are there concepts within scope of the work that are used as a value in a relationship?
- Number of concepts identified for inactivation that are the target of a historical association?
- Will the changes impact any derivatives?
- Will the changes impact other content work projects?
- Will other work projects potentially impact this project?
- How will planned work impact extension managers and users?
- Is there concept usage information available?

Source Material - if available

- Who owns it?
- What permissions are required to use the source material?
- Will a collaboration agreement be required?
- Is it a classification, terminology, value set?
- What is the ontological structure and how does it align/differ from SNOMED CT?
- What guidance material is available?
- Access to source material SMEs
- Quality of content
  - Are the meaning of the terms/codes/concepts clear?
  - Are there any definitions?

Resources

- Is there SNOMED editorial guidance available?
- Does a template exist?
- What reports are available that could support the work?
- What level of knowledge do the SMEs have on SNOMED CT?

Planning

- Who will lead the work?
- Who will be involved?
- How will the work be staged?
- How will the work be managed within the authoring platform?
- Are automated changes possible?
- Who needs to be advised of the work and how frequently should they be updated?
- What communication strategies will be required?
- How will maintenance be managed?