

<b>Southeast Michigan Health Information Exchange</b>	<b>Version</b>	FINAL
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## **Business Planning Work Group (BPWG) Charter**

<b>Work Group</b>	Business Planning
<b>Focus</b>	Support the overall SEMHIE mission, vision and objectives through the development and maintenance of a sustainable business plan
<b>Objectives</b>	<ul style="list-style-type: none"> <li>• Defines operational plan and funding model for ongoing operation</li> <li>• Ensures implementation meets prioritized needs and stays within original scope and cost</li> <li>• Develops data use agreements</li> </ul>
<b>Deliverables</b>	<p>From Work Breakdown Structure:</p> <p><u>Individual Activity #</u></p> <ul style="list-style-type: none"> <li>4 Establish fund development strategy for planning phase</li> <li>5 Execute fund development</li> <li>21 Survey and evaluate business model options and key business policies</li> <li>25 Develop data use agreements</li> <li>26 Develop privacy &amp; security policies</li> <li>30 Develop and execute public policy advocacy strategy</li> <li>31 Finalize org. launch plan</li> <li>33 Finalize sustainable funding model</li> <li>34 Finalize business model &amp; policies</li> </ul> <p><u>Governance Committee-led Activities</u></p> <ul style="list-style-type: none"> <li>12 Hold kickoff and subsequent meetings with stakeholders</li> <li>23 Develop, issue, and assess RFI</li> <li>35 Launch formal organization</li> <li>37 Develop RFP</li> <li>39 Issue RFP</li> <li>40 Evaluate proposals</li> <li>41 Select phase 1 vendors</li> <li>42 Phase 1 implementation</li> </ul>
<b>Scope</b>	<p>The scope of the BPWG is to operationalize the output from other workgroups</p> <p>Key outcomes:</p> <ol style="list-style-type: none"> <li>1. Planning and post-planning fund development strategy</li> <li>2. Conduct survey of business model options with evaluation and recommendations to the GC/PC</li> <li>3. Data use agreement templates and policies for execution</li> <li>4. Privacy and security policies defined</li> <li>5. Public policy advocacy strategy defined and executed</li> <li>6. Organizational launch plan, including operating model, staffing model, and recruitment approach documented and adopted by GC</li> <li>7. Executive Director hired</li> </ol>

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<b>Assumptions</b>	<p>The work of this group is downstream from the FDWG and TDWG. Their conclusions will feed the requirements for RFI/RFP development, funding needs and approaches, and business model. Legal counsel will be required for several aspects of business model and data use agreement development.</p> <p>Each work group member will agree to comply with the following requirements:</p> <ol style="list-style-type: none"> <li>1. To abide by the standards of conduct defined by the GC</li> <li>2. To direct the work group's efforts toward achieving the goals and objectives defined by the GC and SEMHIE Work Breakdown Structure</li> <li>3. To review all meeting materials in advance of each meeting, when these materials are provided in accordance with established timelines</li> <li>4. To attend all scheduled meetings of the work group in person or via teleconference, except in cases of unforeseen or unavoidable schedule conflicts</li> </ol>	
<b>Risks</b>	<ul style="list-style-type: none"> <li>• Consistency with evolving state and federal standards</li> <li>• Future state involvement/unknown involvement</li> <li>• Overall size of SEMHIE and large number of participants</li> <li>• Management of go/no-go decisions</li> <li>• Timely receipt of deliverables from up-stream workgroups</li> <li>• Collaboration and coordination with all work groups for GC-led activities</li> </ul>	
<b>Boundaries</b>	Decisions regarding functionality and technical approach are in the domain of the FDWG and TDWG, and therefore out of scope for the BPWG	
<b>Stakeholders</b>	<p>The BPWG will require a diverse set of stakeholders that broadly but authoritatively represent the Southeast Michigan community, including the following types of representatives:</p> <p>Physicians, health systems, payers, purchasers, labor, other. Skill sets to focus on: fund development, data use, purchasing, contracting, business plan development, legal (may be contracted expertise)</p>	
<b>How the Work Group will Function</b>	Working at the direction of the GC, the BPWG will consist of members that will elect a Chair and other officers as necessary. The Chair shall prepare the agenda for all meetings, which shall include, but not be limited to the following: the date, time, place, and topics to be discussed. The work group will refer to the SEMHIE Operating Rules and will use Robert's Rules of Order, Newly Revised, to make any administrative or procedural determination that is required.	
<b>Decision Making Process</b>	The BPWG shall conduct business in line with Article IV of the SEMHIE Operating Rules entitled Governance Committee Meetings.	
<b>Documentation</b>	To be coordinated with Altarum.	
<b>Signatures</b>	We will ask work group members to sign an agreed-upon final version of this charter	