

# Scoping: <Project Name>

**Version 0.1 | Date: 2025**

## 0 OVERVIEW

This document is designed to guide defining the purpose and rationale for a new standard for the <project name> by systematically evaluating the requirements and stakeholder need, ensuring the new standard addresses genuine gaps and has a clear well-defined scope.

## 1 SCOPE

### 1.1 Problem Statement

Instruction: Describe the specific problem or gap will this standard address. Identify why a new/adapted standard/module is necessary?

**Context:**

### 1.2 Requirement for a new standard

Instruction: Describe the existing or lack of existing standards for this domain. Summarise the gaps from your existing knowledge/observations on a high level. This will go into more detail during the needs assessment stage.

**Existing resources:**

**Gaps in the resources:**

### 1.3 Defining the boundaries

Describe the boundaries for this standard. What are the in-scope elements (data domains, use cases)? What are the out-of-scope elements? Who is the intended audience/end users?

**In scope elements:**

**Out of scope elements:**

**Audience:**

## 2 PROJECT (STANDARD) OBJECTIVES

Instruction: Describe the key objectives that will occur through the development of this standard. This is more applicable to a full project proposal document, so these can be brief.

1. Perform a data needs assessment
  - a. Evaluating existing data structures of contextual data
  - b. Conducting data needs interviews with key stakeholders
2. Define key data elements.
3. Identify reusable components from existing specifications.
4. Engage stakeholders in the development process to ensure the standard is fit for purpose.
5. Share and communicate findings with stakeholders.
6. \* *Lay groundwork for full specification development through a funding proposal.*
7. \*\* *Develop an ontologised specification.*

## 3 STAKEHOLDERS AND AUDIENCE

### 3.1 Define the key stakeholders

Instruction: List key groups involved or affected and how each uses or contributes data.

### 3.2 Identify example use cases

**Expand** on the use cases described above. **Provide example** workflows and scenarios the standard must support. Consider data collection and the different databases and agencies the data will move and report to. Concrete examples support design decisions and ensure practical applicability.

## 4 PRELIMINARY STANDARDS REVIEW

Instruction: Record a high-level overview of relevant standards currently in use within the domain. The goal is to establish a **foundational** understanding of existing frameworks, identify potential areas of alignment, and **flag components for deeper evaluation** during the upcoming needs assessment. This phase is not intended to be **exhaustive**, but rather to inform future design decisions and stakeholder discussions.

Example workflows and scenarios supported by these standards can be briefly noted to illustrate practical contexts and guide early thinking around applicability.

## 4.1 Standard 1

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.

## 4.2 Standard 2

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.

# 5 TIMELINE

This section outlines the anticipated schedule for key phases and deliverables of the project. It provides a high-level view of the project's progression from initiation to completion, helping stakeholders understand the expected duration, major milestones, and dependencies. The timeline serves as a planning tool to ensure alignment across teams and to support effective resource allocation and progress tracking throughout the project lifecycle.

Phase	Key Activities	Timeframe
Scoping	Define goals, scope, and resources.	
Needs Assessment and Gap Analysis	Conduct data needs assessment i) review existing contextual data structures and published data ii) conduct needs assessment interviews. Gap analysis: identify key data elements as a result of the needs assessment and summarise development requirements (i.e. missing elements)	
Communication	Share findings and updates with stakeholders. Not a 'phase'; but should be conducted as part of each stage of the process.	
* <i>Specification Funding Proposal</i>	<i>Prepare groundwork for full specification via funding proposal.</i>	
Specification Development	Develop ontologised specification and interchange mappings.	
Supporting Materials	Provide supporting documentation, maintenance protocols, and community access.	
Testing & Dissemination	Test the specification, integrate feedback, and share with target audiences.	

