

METS ESC Workgroup Concept

Document purpose

This document lays out a “strawman” concept for a METS ESC workgroup that helps METS ESC to ensure that METS projects are delivering maximum business value in the most efficient timeframe possible.

Concept

1. **Purpose.** Build the investment and awareness of the ESC by providing opportunities for information exchange outside of ESC meetings regarding the METS Roadmap.
2. **Membership.** The workgroup is composed of 1 ESC member from each entity (MNIT, MNSure, DHS, Counties), 1 PMT member from each entity, and members of the METS program support team, **as well as backups for the members.**
3. **Meeting frequency & timing.** The workgroup meets as frequently as needed to ensure ESC members are informed about roadmap activities.
4. **Reporting to ESC.** At each meeting of the Workgroup, the Workgroup identifies a spokesperson (preferably a METS ESC member) who reports to the ESC at the ESC’s next meeting on the key activities, actions and recommendations of the Workgroup.
5. **Agenda.** Report from METS PMT on:
 - a. Summary look at the progression of METS projects among project phases
 - b. Projects facing challenges or taking longer than expected in advancing to the next phase
 - c. Updated Roadmap & Deliverables schedule, showing changes from the last
 - d. Current project status, with focus on the actions that red and yellow projects are taking to get back to green