Agreed Metadata Set for HSPC Roadmap Milestones

Within the HSPC Roadmap document, the consensus was to document some common metadata about each milestone for inclusion in the narrative supporting the Transition Map. Below are the metadata elements that were the final agreed upon list.

Within specific sections, we are not yet standardizing how this metadata is to be captured and recorded, nor are we limiting metadata to the elements below. In other words, section owners that wish to extend this set are free to do so. Based upon how different segments/swimlanes take this on, we will assess the overall approach and determine how to consistently reflect the content in subsequent iterations of the document. We are not yet worried about consistent format or representation, so long as the content has been captured.

**ESSENTIAL SET METADATA**

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| Metadata Item | Guidance | Notes |
| Milestone Name | The label for the milestone as appearing on the T-Map. | The expectation is that all “significant” milestones on the Transition Map are included in the narrative. It is okay if some milestones are not included, and similarly there may be additional milestones in the narrative section that do not appear on the T-Map. |
| Short Narrative Description | Roughly a sentence describing what the milestone is | Provide just enough definition so that the “lay” reader understands what the milestone is. |
| Milestone Type | Will ultimately be an enumerated list. Initial values include:  Document  Software Deliverable  Content Deliverable  Best Practice  Achievement Date (for example, an event trigger) | Revise/extend the list as necessary. We will harmonize in subsequent phases |
| Rationale | Short description of why the milestone was included on the community roadmap |  |
| Phase I? | Yes/No indicating applicability of the milestone to this phase | Note that milestones may be unique to one phase, or recurring across multiple phases (such as iterative enhancements of an artifact/product) |
| Phase 2? | Yes/No indicating applicability of the milestone to this phase | Note that milestones may be unique to one phase, or recurring across multiple phases (such as iterative enhancements of an artifact/product) |
| Phase 3? | Yes/No indicating applicability of the milestone to this phase | Note that milestones may be unique to one phase, or recurring across multiple phases (such as iterative enhancements of an artifact/product) |
| Phase 4? | Yes/No indicating applicability of the milestone to this phase | Note that milestones may be unique to one phase, or recurring across multiple phases (such as iterative enhancements of an artifact/product) |
| Dependencies | Enumerated list of dependencies (activities or other milestones) |  |

**EXTENDED SET METADATA**

We would love to have this, but consider it a “nice to have” based upon the needs of your segment/swimlane

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| **Metadata Item** | **Guidance** | **Notes** |
| Risks | Documentation of risks associated with the designated milestone |  |
| Project Category |  |  |
| Project Hooks | Indicate project-level relationships associated with this milestone |  |
| Initiative Hooks | Indicate initiative-level relationships associated with this milestone. |  |