Background

This operational pilot is established under X12's Board and overseen by the X12 CEO in consultation with the ASC and ASC subcommittee officers. X12's maintenance request process has been in use for several years and member representatives and staff have identified potential improvements. Some of these potential improvements are being assessed and verified in this pilot before potentially being integrated in the associated X12 governance.

Several X12 policies combine to define maintenance request process requirements. This pilot focuses on enhancements related to the *ASC Maintenance Request Processing Manual (ASC02)* and *ASC X12N Maintenance Request Processing (ASC95)*.

Pilot Goals

1. Establish a maintenance request project manager staff role in ASC02 and revise ASC95 accordingly.
2. Establish a condensed process for developing and approving IA's for small-scope MRs.
3. Modify MR development group (DG) policies to increase efficiency and align with the representative subject matter expert model.

Pilot Evaluation

The pilot concludes when the revisions described in this pilot are all integrated into the appropriate governance document or terminated, or on December 31, 2027. Several potential improvements are included in this pilot and they can be evaluated, and implemented or discarded independently. Following each maintenance request cycle, the X12 CEO, in consultation with the ASC and ASC subcommittee officers, assess the efficacy of the pilot policies and processes and may make adjustments to the pilot details.

At any time during this pilot, the X12 CEO, in consultation with the ASC and ASC subcommittee officers, may determine that some or all of the policies are beneficial, well-defined, proven, and ready to be integrated into existing policies and procedures. In this case, X12 staff integrates the pilot's policies, processes, and concepts into *ASC Maintenance Request Processing Manual (ASC02), ASC X12N Maintenance Request Processing (ASC95)* and other corporate policies as appropriate.

Alternatively, the X12 CEO, in consultation with the ASC and ASC subcommittee officers, may determine that the potential improvements are not feasible, do not provide the expected value, or are otherwise ineligible for implementation, and should be discontinued. In this case, X12 staff documents the findings and terminates that portion of the pilot.

Pilot Policies

Within this pilot, X12 establishes the following overarching governance.

- This pilot is a corporate-level activity.
- All applicable X12 policies and procedures that are not subject to revision based on this pilot or another active pilot apply to the maintenance process during the term of this pilot.
- The X12 CEO revises the details established herein, and sets the timing of those revisions, as needed based on the execution and assessment of the pilot.
- X12 staff is responsible for applying any revisions to X12 policies and procedures based on this pilot.

In pursuit of the goals established above, X12 establishes the following revisions or additions to the *ASC02* and *ASC95* policies. *ASC02* governance applies to all X12 committees. *ASC95* applies specifically to X12N.

- <u>Section 2 of *ASC02* is revised as follows:</u>
  - Title revised to "Roles Supporting MR Processing"
  - First paragraph revised to

    "Several roles or positions are critical to ensuring the efficient and effective processing of X12 MRs. Three of these roles, MR Project Manager, PRB Representative, and X12J Representative, are defined within **ASC Subcommittees and Subordinate Groups (ASC05).** The X12 MR Project Manager (PM) is responsible for ensuring the body of active MRs is processed timely and in accordance with established governance. Each MR is guided through the MR process by a Project Delegate (PD). Each subcommittee elects either to have its X12J Representative serve as PD for all its MRs or to name other constituents to serve in that role for each MR. Subcommittees may define other supporting roles as necessary to ensure the timely and efficient processing of its MRs."
  - Current section 2.1 Project Delegate is moved to section 2.2
  - A new section 2.1 MR Project Manager is inserted containing the information currently carried in Section 5.2 of *ASC95*, modified as necessary, including clarifying this is an X12 staff position, expanding the wording to include other ASC subcommittee's MR activities, and similar revisions.

- <u>Section 5.2 of *ASC95* is replaced by the following.</u>
  - The X12N Officers and X12N's X12J Representative jointly serve as the X12N MR Coordinator, working closely with the X12 MR Project Manager to oversee X12N's maintenance request activities.

- <u>Section 6 of *ASC95* is revised as follows.</u>
  - DG meetings/sessions are explicitly not classified as standards development meetings/sessions. DGs are advisory groups proposing revisions that are vetted and voted on by the subcommittee's voting constituents. The standards development activities are the resulting task

group and work group discussions, the subcommittee comment period, and the subcommittee ballot.

- o DG SMEs are explicitly responsible for communicating the discussion and recommendations of the DG to the constituents of the task or work group the SME represents. SMEs are named by the X12N TGH (TGH) chair, an X12N TGB WG (WG) chair or co-chair, or the X12N officers. To ensure the SME is the only voice speaking for their group and reporting to their group, DG meetings are open only to the PD.

- Section 9 of *ASC95* is revised as follows.
  - o Establish another workflow path used when the MRC, X12N Officers, and X12N's X12J Representative agree an MR meets the criteria established for a small-scope MR.
    - ▪ The criteria for a small-scope MR are based on the initial IA. An IA that has fewer than 5 distinctive, simple, and non-controversial revisions, and is expected to require fewer than 3 hours of DG meetings, regardless of the number of implementation guides impacted, is generally deemed a small-scope MR.
    - ▪ This classification can be revised if the DG collaboration indicates the impact of the MR is more comprehensive than initially thought. In this case, the MR Project Manager recategorizes the small-scope MR and restarts the MR on normal workflow path.
    - ▪ It is recognized that this criteria is subjective and the MRC, X12N Officers, and X12N's X12J Representative must take care to assess MRs as consistently as possible when identifying small-scope MRs.
  - o Section 9.1 calls for the MRC to meet with the chair of TGH and the chair/co-chairs of the WGs to identify which groups have a material interest in each MR. TGH is always deemed to have a material interest. This group acts as the DG for small-scope MRs.
  - o The X12 MR Project Manager serves as PD and the X12 Technical Analyst is responsible for updating the initial IA for small-scope MRs.
  - o The subcommittee comment period may be omitted for small-scope MRs but if the comment period is omitted, the subcommittee ballot on the proposed IA must allow comments from the voters and those comments must be considered by the small-scope DG. All other process requirements remain in effect for small-scope MRs.

Document History

Revisions to this pilot are effective when a revised draft is posted on the X12 website.

Approved	Description
08/31/2025	V1: Pilot Approved by the X12 CEO on behalf of the X12 Board.