### HHS's National Institutes of Health (NIH) Grants Management Using Process Libraries and Electronic Handbooks



(Where Shakespeare Meets Freud)



**Quick Summary** 



Dr. Barry E. Jacobs barry.e.jacobs@comcast.net

The Bottom Line:

We believe that to truly understand one's universe, one must see it thru multiple "eyes" and also have tools to "communicate" these views.

To do this, we propose editable and cost-saving process documentation "plays" for process developers and participants to help them quickly and effectively learn, integrate, test, teach, and work together.

These "plays" may be added to new or existing systems.

### Plays describe subprocess execution.



#### Benefits:

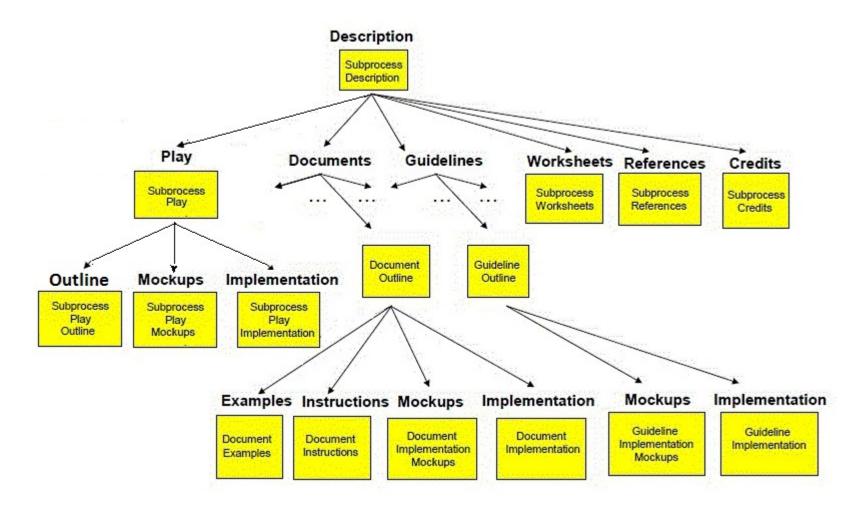
### - Facilitates the collection of system and organizational requirements,

- Does not anger/upset people whose opinions are heard,

and

- Increases the interaction between managers, process developers, and participants.

For each subprocess, an "Integration View" is the integration or combination of other subprocess views. An "Integration View" facilitates intra- and inter-organization communication.



### All the world's a stage ...

Jaques:

All the world's a stage,

And all the men and women merely players;

They have their exits and their entrances,

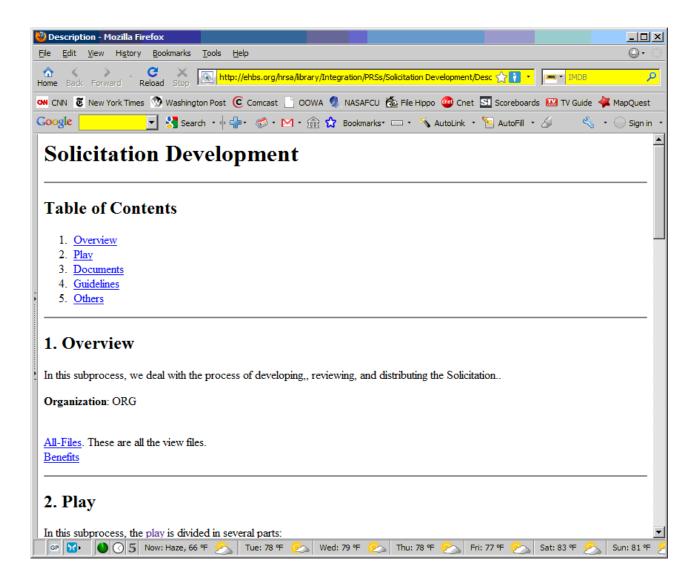
And one man in his time plays many parts,

His acts being seven ages.

William Shakespeare As You Like It, Act 2, Scene 7. The approach uses a modernization of the Socratic Method or Dialogue to gain consensus between Teachers, Documentors, Managers, Implementors, and Participants.



### **Descriptions summarize subprocesses.**



### Plays describe subprocess execution.



### **Documents describe subprocess data.**

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<ul> <li>7. Solicitation Distribution and Outreach. This is where the Solicitation is distributed and public outreach is performed.</li> <li>8. Analysis. This is where participants use report tools.</li> </ul>	<u> </u>
3. Documents	
In this subprocess, we have the following document types:	
Registrations.       These are used to represent Solicitation Development Guidelines.         Guidelines.       Topics.         Topics.       These are used to represent Solicitation Topics.         Front-End.       These are used to represent Solicitation Front-Ends.         Pre-Solicitation       These are used to represent Pre-Solicitations.         Pre-Solicitation Reviews and Approvals.       These are used to represent Pre-Solicitation Public Comments.         Solicitation       These are used to represent Solicitations.         Pre-Solicitation       These are used to represent Pre-Solicitation Public Comments.         Solicitation       These are used to represent Solicitations.         Solicitation       Reviews and Approvals.         Outreach Records.       These are used to represent Outreach Records.	
4. Guidelines	
In this subprocess, we have the following Guidelines:	
Solicitation Development Manager. This is the manager of the Solicitation Development subprocess.	
Program Manager. This is the manager of the Program.	
Mission Directorate Representative. This is the Mission Directorate Representative of the Program. Field Center Program Manager. This is the Field Center Program Manager of the Program	-
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### Guidelines describe user subprocesses.

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4. Guidelines	
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Solicitation Development Manager. This is the manager of the Solicitation Development subprocess.	
Program Manager. This is the manager of the Program.	
Mission Directorate Representative. This is the Mission Directorate Representative of the Program.	
Field Center Program Manager. This is the Field Center Program Manager of the Program.	
Field Center Advisor-Technology Manager. This is the Field Center Advisor-Technology Manager of the Program.	
Lead Topic Manager. This is the Lead Topic Manager of the Program.	
Participating Topic Manager. This is the man Participating Topic Manager of the Program.	
Mission Advisor. This is the Mission Advisor of the Program.	
Potential Customer Representative. This is the Potential Customer Representative of the Program.	
Procurement Manager. This is the Procurement Manager of the Program.	
EHBs Developer. This is the Developer of the EHBs.	
Organization Manager. This is the person managing the Organization.	
Overall Organizations Manager. This is the person managing the overall Organizations.	
5. Others	
5. Others	
To this subprocess, we have the following other tools:	
In this subprocess, we have the following other tools:	
Worksheet. This is the guidelines for the manager/director	-
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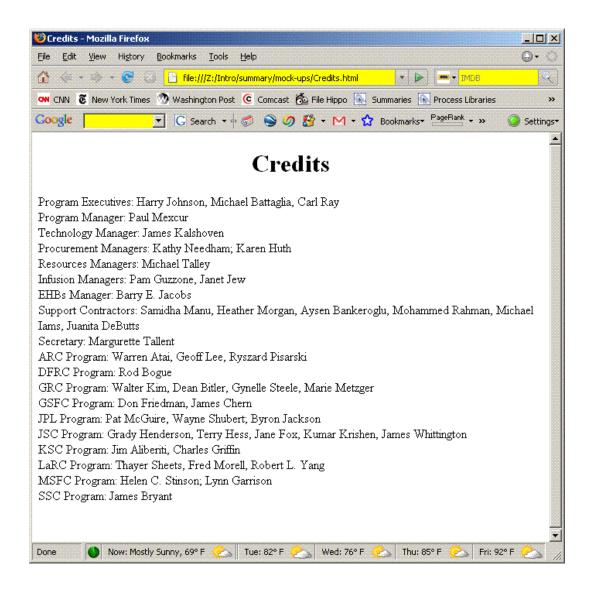
### Subprocess Worksheets facilitate subprocess manager communication with process developers and participants.

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Administration	The purpose of this task is to administer Project Development .	Task Lead, Subtask Lead, Subtask Lead, Subtask Member, Reviewer, Approval Official, Project Manager, Documents	James Green	07/23/07	08/23/07	Document Library	Instructions and Samples	James Green	06/23/07	07/23/07	Library: NS2034
		Manager Task Lead, Subtask Lead, Subtask				Critical Design Review (CDR)Documents	Instructions and Samples	James Green	06/23/07	07/23/07	Library: NS2034
ilical Design Review (CDR)	The purpose of this task is to administer Critical Design Review (CDR)	Member, Reviewer, Approval Official,	James Green	06/23/07	06/23/07	Draft Project Requirements Document	Instructions and Samples	James Green	06/23/07	07/23/07	Library: NS2034
		Project Manager, Documents Manager				Project. Plan	Instructions and Samples	James Green	06/23/07	07/23/07	Library: NS2034
		Task Lead, Subtask Lead, Subtask				Resource Analysis Office (RAO) Data Dump Documents	Instructions and Samples	James Green	06/23/07	07/23/07	Library: NS2034
		Member, Reviewer,				Project. Plan	Instructions and Samples	James Green	06/23/07	07/23/07	Library: NS2034
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### **References list other related resources.**

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### Credits acknowledge people's contributions.



### Tools that can be focused on during stagesby tool.

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### Tools that can be focused on during stagesby stage.

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	Stage	Process Developer	Process Participant	
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	Integrate	Descriptions, Plays, Documents, Role Guidelines/EHBs, Subprocess Worksheets, References, and Credits.	Documents Using Role Guidelines/EHBs.	
	Test	Descriptions, Plays, Documents, Role Guidelines/EHBs, Subprocess Worksheets, References, and Credits.	Descriptions, Plays, Documents, Role Guidelines/EHBs, Subprocess Worksheets, References, and Credits.	
	Teach	Descriptions, Plays, Documents, Role Guidelines/EHBs, Subprocess Worksheets, References, and Credits.	Descriptions, Plays, Documents, Role Guidelines/EHBs, Subprocess Worksheets, References, and Credits.	
	Work Together	Descriptions, Plays, Documents, Role Guidelines/EHBs, Subprocess Worksheets, References, and Credits.	Descriptions, Plays, Documents, Role Guidelines/EHBs, Subprocess Worksheets, References, and Credits.	

### Objective: Develop Internet-based tools to support the paperless documentation and management of complex distributed processes.

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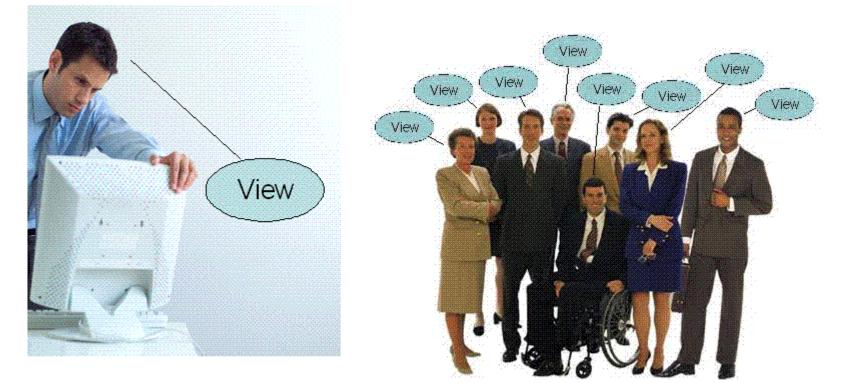
## Organizations provide different views of the subprocesses, some of which may be proprietary.

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	National Institute on Aging (NIA)	
National Inst	tute on Alcohol Abuse and Alcoholism (NIAAA)	
National Inst	itute of Allergy and Infectious Diseases (NIAID)	
National Institute of A	rthritis and Musculoskeletal and Skin Diseases (NIAMS)	
National Institute	of Biomedical Imaging and Bioengineering (NIBIB)	
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## Organizations execute the eight "Play Development" stages.

- 1) summarizing (descriptions),
- 2) playwriting (outlines),
- 3) staging (mockups),
- 4) dress rehearsal (implementations),
- 5) performance (implementations),
- 6) evaluations (implementations),
- 7) revisions (outlines, mockups, implementations),
- and
- 8) closing.

### People in organizations provide different views of the subprocesses



Subprocess Documentor's View

Subprocess Teacher's, Manager's, Implementor's and Participant's Views

### Organizations generate Subprocess Life-Cycle\* Views

- Organization subprocess teachers want to quickly learn, integrate, test, and teach their own views of their subprocesses. (Critical)
- Organization subprocess documentors want to quickly learn, integrate, test, and teach their own views of their subprocesses. (Critical)
- Organization subprocess managers want to quickly learn, integrate, test, and teach their own views of their subprocesses. (Critical)
- Organization subprocess implementors want to quickly learn, integrate, test, and teach their own views of their subprocesses. (Critical)
- Organization subprocess participants want to quickly learn, integrate, and perform tasks that are part of their views. (Critical)
- Organization subprocess managers want to quickly monitor execution of tasks that are part of their views.
- Organization subprocess teachers, documentors, managers, implementors, and participants want to quickly improve, test, and teach their subprocesses.
- Organization subprocess teachers, documentors, managers, implementors, and participants want to quickly improve, test, and teach using other organization's views.
- Organization subprocess teachers, documentors, managers, implementors, and participants become hurt/angry when their views are not supported.
- Organization subprocess implementors want to quickly update, test, and teach tools that help facilitate execution of their subprocesses.
- Organization subprocess teachers, documentors, managers, implementors, and participants want to quickly leave when their views continue not to be supported.

\* Also, called the "Universal Subprocess".

### The "Game of Telephone" Syndrome: Where People Pass-On Only Parts of the "Message"





# Overview of how editable and cost-saving process documentation tools can solve problems.

Problem	Solution
Develop Internet-based tools to support the paperless documentation and management of complex distributed processes.	Editable process documentation tools can be tailored to each subprocess.
Organizations provide different views of the subprocesses.	Editable process documentation tools can be tailored to reflect different organization's views of the subprocess.
Organizations execute the eight "play development" stages.	Editable process documentation tools can be tailored to reflect the eight "play development" stages.
People in organizations provide different views of the subprocesses.	Editable process documentation tools can be tailored to communicate different people's views of the subprocess.
Organizations generate Subprocess Life-Cycle Views.	Editable process documentation tools can be tailored to reflect different Life-Cycle views of the subprocess.
The "Game of Telephone" Syndrome: Where People Pass-On Only Parts of the "Message".	Editable process documentation tools can be tailored to layer below different people's views of the subprocess.

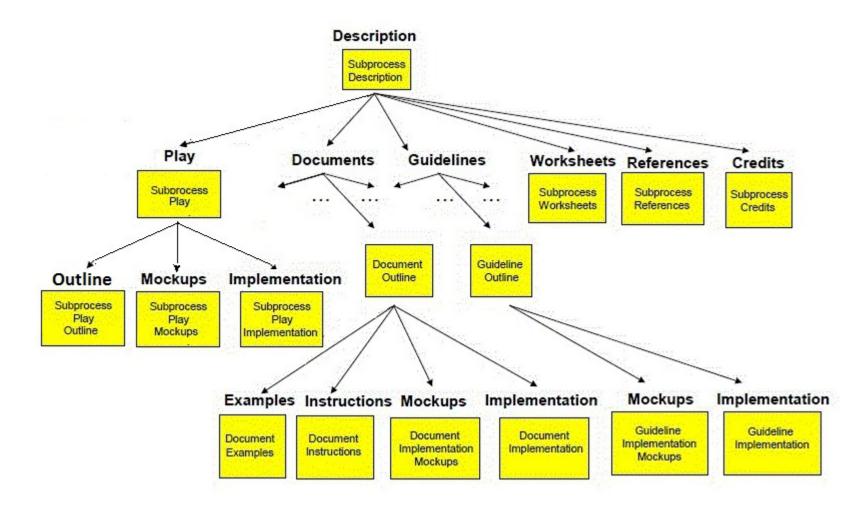
### Solution: Process Libraries maintain organization's views of the subprocesses.

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### Plays describe subprocess execution.



### Our basic approach is to wrap organization's subprocesses in a common envelope containing "communication vehicles" that facilitate intra- and inter-organization communication.



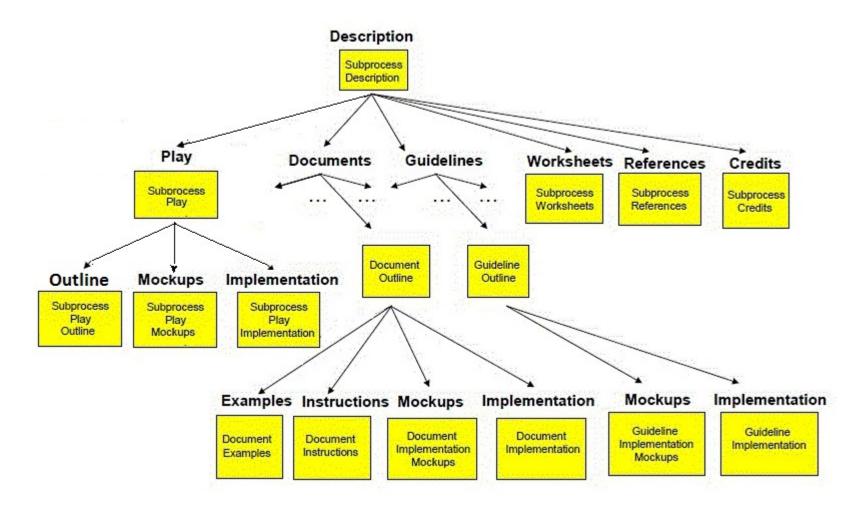
### Tools that can be focused on during stagesby tool.

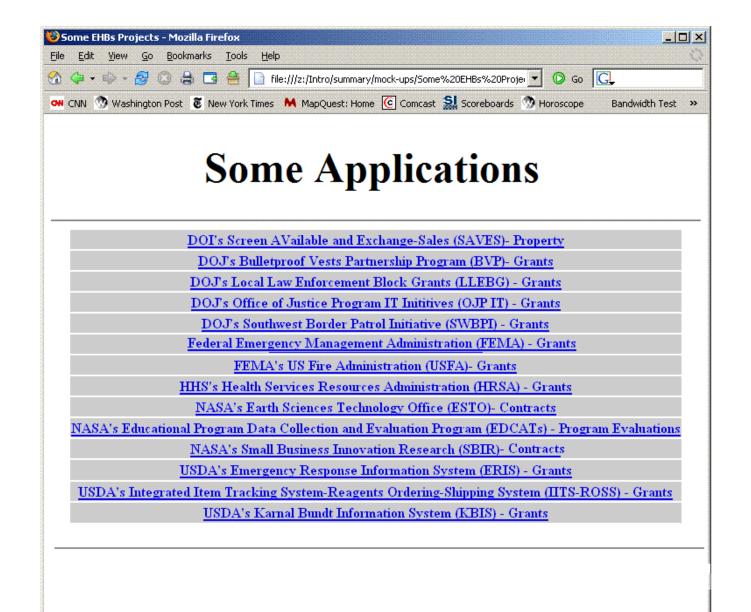
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### Tools that can be focused on during stagesby stage.

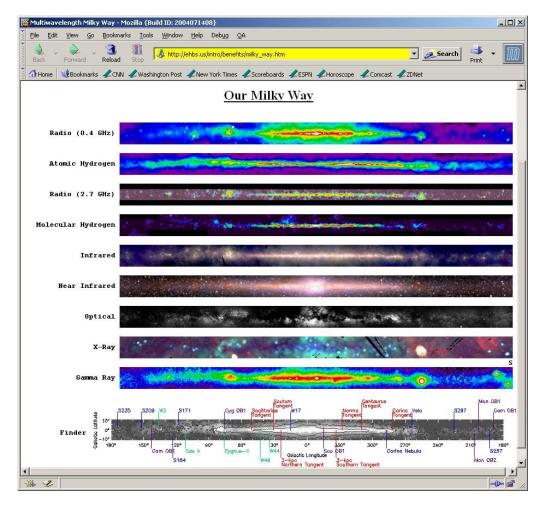
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	Stage	Process Developer	Process Participant	
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	Integrate	Descriptions, Plays, Documents, Role Guidelines/EHBs, Subprocess Worksheets, References, and Credits.	Documents Using Role Guidelines/EHBs.	
	Test	Descriptions, Plays, Documents, Role Guidelines/EHBs, Subprocess Worksheets, References, and Credits.	Descriptions, Plays, Documents, Role Guidelines/EHBs, Subprocess Worksheets, References, and Credits.	
	Teach	Descriptions, Plays, Documents, Role Guidelines/EHBs, Subprocess Worksheets, References, and Credits.	Descriptions, Plays, Documents, Role Guidelines/EHBs, Subprocess Worksheets, References, and Credits.	
	Work Together	Descriptions, Plays, Documents, Role Guidelines/EHBs, Subprocess Worksheets, References, and Credits.	Descriptions, Plays, Documents, Role Guidelines/EHBs, Subprocess Worksheets, References, and Credits.	

For each subprocess, an "Integration View" is the integration or combination of other subprocess views. An "Integration View" facilitates intra- and inter-organization communication.





### We believe that to truly understand one's universe, one must see it thru multiple "eyes" and also have tools to "communicate" these views.





### Process Libraries (PLs) and Electronic Handbooks (EHBs) are where Shakespeare meets Freud.



- In Process Libraries (PLs), subprocesses are represented as "plays" where "actors" communicate thru the Internet. Each organization puts on its own "productions". For each role, Electronic Handbooks (EHBs) (also called Guidelines) guide "actors" thru their parts. Managers are "directors" using Worksheets as learning/management tools. Documentors serve as "playwrights". [Shakespearean]
- Organizations are represented as "families" having "multiple personalities". Subprocess "plays" and its "components" provide communication vehicles between members of the same family, different families, and families from different subprocesses. Documentors also serve as "family therapists". [Freudian]

### All the world's a stage ...

Jaques:

All the world's a stage,

And all the men and women merely players;

They have their exits and their entrances,

And one man in his time plays many parts,

His acts being seven ages.

William Shakespeare As You Like It, Act 2, Scene 7. The approach uses a modernization of the Socratic Method or Dialogue to gain consensus between Teachers, Documentors, Managers, Implementors, and Participants.



### **Theatre of Dionysus- Athens, Greece**



### **For More Details**

