

Special points of interest:

- Recent Face-to-Face meeting marked a turning point for growth for the QIN and SharePoint
- All calls are based on Eastern Standard Time.
- Phone: 1-866-692-4541
- Code: 8321122#
- QIN community contributions requested for usability

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SharePoint Improvements for the QIN

The QIN has implemented an improved Microsoft SharePoint as its central tool for information dissemination, collaboration, and management. SharePoint will enable users involved in the QIN to connect to each other and to share information and documents in a secure environment. The ultimate goal for SharePoint is to provide a “one stop shop” for collaboration for the QIN.

The Cancer Imaging Program has organized a QIN SharePoint Subcommittee to work on improvements such as restructuring the content for ease of information access, implementation of workgroup libraries for workgroup activities, document management that supports work flows, establishment of a document library, and a feedback mechanism in the form of blogs to capture user comments for future enhancements. These are intended to benefit the QIN commu-

nity.

Future enhancements will concentrate on steering benefits to support workflow for the QIN and document development for publications of manuscripts. This activity will meet the growing information needs of the network and support targeted group collaboration for quantitative imaging development.

In order to take full advantage of what SharePoint has to offer to the QIN, users must become familiar with its content by exploring the “Read Me File”, locate and access information on a regular basis, upload information properly utilizing the accepted naming convention, and getting a feel for how data are collected to support workflows of the working group activities. Familiarity with using the blogs, links, announcement, and working group libraries will enhance the navigation experience to support workflow involvement in group activities.

The following are important points for users of SharePoint to enhance adoption. Each page in SharePoint provides access to a calendar, QIN Tools, blogs, group tasks links, announcements, workgroup libraries, and a document library. The home page captures specific information targeted for the QIN. By just clicking on a working group, a page is provided targeting pertinent information associated with that group’s activities in the form of blogs, task links, activity announcements, and working group activities. A document library is provided on each page to allow for constant access to documents. Navigation in SharePoint is just a point and click away to multiple sources of information that span all activities involving the QIN. Future enhancements will incorporate web parts to support quantitative imaging, clinical trial design, outreach, bioinformatics and software development.

Navigation in SharePoint for Information Access

1. Calendar and QIN Tools
2. Document Library
3. Working Groups Libraries
4. Announcements
5. Blogs and Links

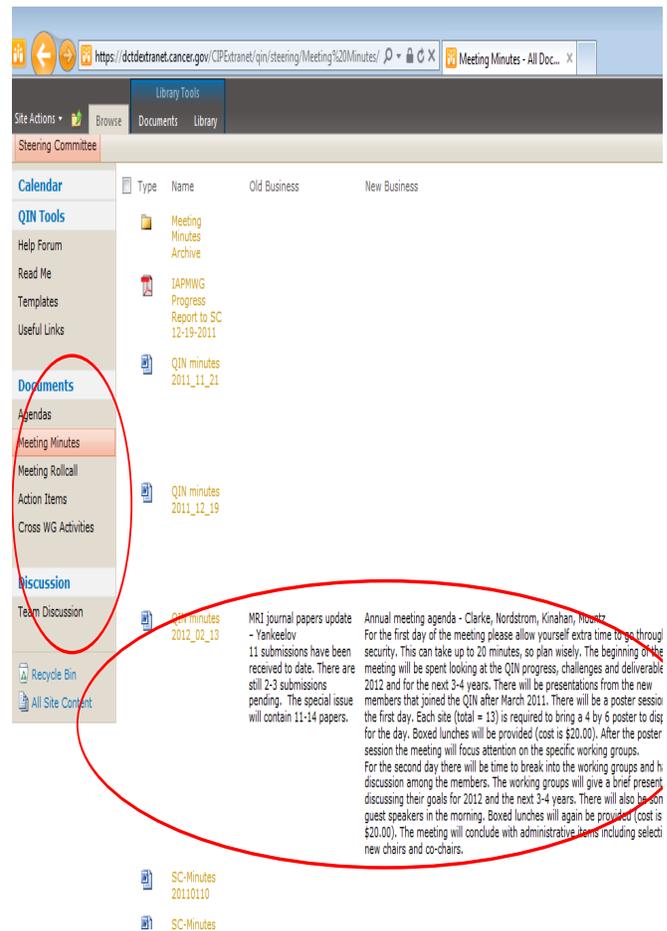


Calendar and QIN Tools, Document and Working Group Libraries

1. SharePoint provides a calendar for meeting teleconferences, and events. Below the calendar tab are QIN Tools for help, "Read Me" file, work templates, and useful links. The "Read Me" file has information on how to navigate in SharePoint for information access, password renewal procedures, and storing information in the proper format as well as important information on the QIN and working groups missions. The template section has useful applications to support information collection on meeting activities and action items. Currently the SharePoint committee is collecting and validating information for group mailings via the SharePoint Outlook interface.
2. The library, located in the middle of each page, is a document repository for information derived from QIN activities and program information to help users review past and present activities and access needed program information and guidance documents.
3. The Working Group Libraries provide workflow information for each working group as well as information on executive level activities that governed program development. Information on each work group activity is readily available for users to track activities for involvement. Future enhancement will include document development and collaboration with an on-line chat to deliberate on issues important to work group activities.

Announcements, Blogs, and Links

4. Each page has an announcement section to communicate important activities and events. It provides a "one stop shop" for receiving up-to-date information on critical activity milestones. The SharePoint home page announcement section provides information that impacts the QIN in general. Each Working Group page has an announcement section to tailor communication for specific activities associated with that group.
5. The improved SharePoint includes a QIN blog to capture feedback from users to support effective change management for the tool. Increased usability is our goal for the community. Just below the blog there is a section dedicated for links for important activities that need attention and input. There is a link section for the SharePoint home page and a link section for each working group.



Working Group Page Navigation

Working Group pages in SharePoint provide access to the calendar and QIN Tools. In addition, easy access is provided to a host of activity views for agendas, meeting minutes, meeting roll calls, action items, cross work group activities, and work group documents. There is a team discussion capability where groups of people can hold chats on work related activities. Future enhancements for the working groups will target using work documents activities in concert with online chats to develop manuscripts and white papers. We also see opportunities to use this capability to develop team strategies to solve quantitative imaging challenges that are interdisciplinary in nature. The work group page provides

views that captures the document icon for agendas, meeting minutes, meeting roll calls, action items, cross work group activities, intra work group activities, and work documents. The page view provides an information collection column format for previews on document information. Previews allows anyone looking for certain information to access icons where they can point and click to gain access to detailed information. The working group libraries allow for the scaling of information in a targeted repository for each group which in time will be beneficial for document archiving and information management.

The QIN SharePoint Sub-

committee envisions the QIN growing where more sub – work group, cross work group, and intra-work group activities will increase, therefore, each page allows for constructive information building while maintaining continuity for information dissemination and sharing. The committee also sees the working group participation as content builders and critical contributors to proper information management so it is imperative that all users of SharePoint understand how to properly upload and delete information in these views. Also, as more individuals contribute to content building within each working group page it will be important to sustain the naming convention for documents stored.

Uploading and Deleting Information, Future Capabilities

Uploading information in SharePoint is just a point and click away. To upload information in the library, blogs, group tasks, links, and announcements just click on “add”. Before you add a document, save it on your hard drive as a locked PDF file with the proper naming convention. Maintain the proper naming convention by viewing, in advance, previous posted information and following the format already in place. For working group library uploads, when adding a document make sure you provide text in the drop down fields for column information collection. This will require users to isolate the information before hand and be prepared to supplying text in the drop down field for the column information. Use the

browse button to access save documents on your hard drive and link documents in the view. If everyone follows these procedures, content will build constructively for everyone to view. For links, review the appropriate URL information before hand for uploads.

Deleting information is easy and simple. Deleting a document requires only that you place the curser on the document icon to access the drop down menu for deletion.

Future capabilities will require full user participation. We will implement a SharePoint electronic meeting roll call capability where individuals participation in meetings can register their attendance before the meeting. This proce-

dure will provide additional time to be applied to meeting activities and action items during teleconference calls. The SharePoint Subcommittee is working to provide the QIN a document collaboration capability for future manuscript development. We are also in the final stages of completing electronic templates that can be utilized to capture and store information on agendas, meeting minutes, action items, and cross work group activities. User surveys will be conducted for quality improvement and to direct change management activities that will result in value for user working in the QIN.



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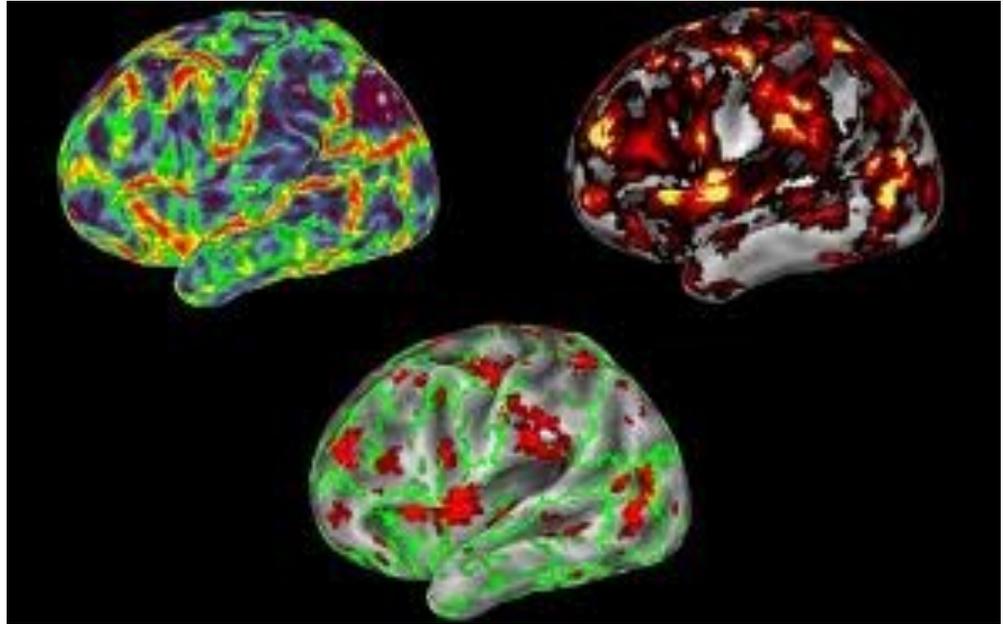
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QIN



A Call for Pictures and QIN Community Contributions

The image at the top of this page was acquired by NCI via a document image repository. The QIN would like to build our own repository of images that we could use in SharePoint. We are asking members of the QIN to contribute images, pictures, illustrations that can be used in the future for SharePoint. We would like to be able to rotate the images/pictures on a quarterly basis to make the site more interesting from a viewing perspective. SharePoint is a powerful tool but in order to make it a community driven tool for the QIN, we all have to participate in its evolution and maturity to increase usability.

The QIN community contributions to content, useful links, working group page links, and announcements are all opportunities where each individual involved can make a positive difference. SharePoint is what we make it.

As we enter a new year for

the QIN, it is our hope that each member contributes to future content development. A little help goes a long way and collectively we can accomplish a lot. Supporting content uploads, links, and providing information on web information site more content rich and informative for everyone. Contributions would help with outreach activities fostering a broader connection with communities with shared interest.

We just completed the 2012 QIN Face-to-Face meeting which we all can say was very informative. We are just beginning and have a lot of challenges ahead. We have come a long way from its beginning and look forward to many accomplishments in the future. It is our hope SharePoint plays an important role for keeping people engaged and informed to foster future collaborations as we work to solve the cancer problem together.

Thank You

George Redmond
QIN Communication
Coordinator

