

## 2009/2010 Production Timeline

Date	Editor	PC Co-chairs	Prepress Coordinator	Production Director	Governing Board	Executive Mgmt Team	Badger
9-8	Tech edits to <b>PC</b>	EMT Mtg		EMT Mtg		EMT Mtg	
9-17		Gov Bd Mtg/		Gov Bd Mtg	Gov Bd Mtg	Gov Bd Mtg	
9-18		Approved policies to <b>PPC</b> / Tech edits to <b>Editor</b>					
10-5		EMT Mtg		EMT Mtg 1st draft Prod Timeline to <b>PC</b> <b>EMT, Editor, PPC, BADGER</b>		EMT Mtg	
10-12	Comments to 1 <sup>st</sup> Prod Timeline to <b>Prod Dir</b> / Appen C, et seq to <b>PPC</b>	Comments to 1 <sup>st</sup> Prod Timeline to <b>Prod Dir</b>	Comments to 1 <sup>st</sup> Prod Timeline to <b>Prod Dir</b> / Approved policies, Appen C, et seq to <b>ICM</b>			Comments to 1 <sup>st</sup> Prod Timeline to <b>Prod Dir</b>	Comments to 1 <sup>st</sup> Prod Timeline to <b>Prod Dir</b>
10-13	Tech edits to <b>PC</b>			Draft Final Prod Timeline to <b>PC</b> <b>EMT, Editor, PPC, BADGER</b>			
10-15	Comments to Draft Final Prod Timeline to <b>Prod Dir</b>	Gov Bd Mtg/ Tech edits to <b>Editor</b> / Comments to Draft Final Prod Timeline to <b>Prod Dir</b>	Comments to Draft Final Prod Timeline to <b>Prod Dir</b>	Gov Bd Mtg	Gov Bd Mtg Changes to Appen C, Ch 1, DAA Chart, Tech edits to <b>Editor</b>	Gov Bd Mtg/ Comments to Draft Final Prod Timeline to <b>Prod Dir</b>	
10-16		Approved policies to <b>PPC</b> /Tech edits to <b>Editor</b>		Final Prod Timeline to <b>Gov Bd, PC, PPC, BADGER, Editor, EMT</b>		<b>GB Chair</b> - Final Prod Timeline to <b>CMWS</b>	
11-3	Appen C, et seq to <b>PPC</b>		Approved policies, Appen C, et seq to <b>ICM</b>		Changes to Appen C, et seq to <b>Editor</b>		
11-9	Tech edits to <b>PC</b>	EMT Mtg		EMT Mtg		EMT Mtg	
11-19				Gov Bd Mtg	Gov Bd Mtg	Gov Bd Mtg	
11-20		Gov Bd Mtg/ Approved policies to <b>PPC</b> /Tech edits to <b>Editor</b>					
11-23						<b>Comm Dir</b> sends draft Dec front page CM WS to <b>EMT/EMT</b> reviews and returns edits promptly.	
12-3	Appen C et seq to <b>PPC</b>		Approved policies, Appen C, et seq to <b>ICM</b> to <b>CM WS</b>		Changes to Appen C, et seq to <b>Editor</b>	<b>Comm Dir</b> sends Dec front page CM WS to <b>Gov Bd Chair</b> for posting	
12-7	Tech edits to <b>PC</b>	EMT Mtg		EMT Mtg		EMT Mtg	

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12-17		Gov Bd Mtg/		Gov Bd Mtg	Gov Bd Mtg	<b>Comm Dir</b> sends draft Jan front page CM WS to <b>EMT/EMT</b> reviews and returns edits promptly.	
12-18		Approved policies to <b>PPC</b> /Tech edits to <b>Editor</b>					
1-4	Appen C et seq to <b>PPC</b>		Approved policies, Appen C, et seq to <b>ICM</b> to <b>CM WS</b>		Changes to Appen C, et seq to <b>Editor</b>	<b>Comm Dir</b> sends Jan front page CM WS to <b>Gov Bd Chair</b> for posting	
1-5	Tech edits to <b>PC</b>						
1-11		EMT Mtg		EMT Mtg		EMT Mtg	
1-21		Gov Bd Mtg		Gov Bd Mtg	Gov Bd Mtg	Gov Bd Mtg	
1-22		Approved policies to <b>PPC</b> /Tech edits to <b>Editor</b>					
2-2	Appen C et seq to <b>PPC</b>		Approved policies, Appen C, et seq to <b>ICM</b>		Changes to Appen C, et seq to <b>Editor</b>	<b>Comm Dir</b> sends Feb front page CM WS to <b>Gov Bd Chair</b> for posting	
2-8	Tech edits to <b>PC</b>	EMT Mtg		EMT Mtg		EMT Mtg	
2-18		Gov Bd Mtg/		Gov Bd Mtg	Gov Bd Mtg/ GB Chair calls for volunteers to review Appen C	Gov Bd Mtg/ <b>Comm Dir</b> sends draft Mar front page CM WS to <b>EMT/EMT</b> reviews and returns edits promptly	
2-19		Approved policies to <b>PPC</b> /Tech edits to <b>Editor</b>					
3-3	Appen C et seq to <b>PPC</b>		Approved policies, Appen C, et seq to <b>ICM</b>		Changes to Appen C, et seq to <b>Editor</b>	<b>Comm Dir</b> sends Mar front page CM WS to <b>Gov Bd Chair</b> for posting / <b>Comm Dir</b> contacts NCHELP committee co-chairs & MYF for revisions to Appen F	
3-8	Tech edits to <b>PC</b>	EMT Mtg		EMT Mtg		EMT Mtg	
3-18		Gov Bd Mtg/		Gov Bd Mtg – Last call for all revisions to Appen C et seq at GB Mtg & on <b>CM WS</b>	Gov Bd Mtg	Gov Bd Mtg/ <b>Comm Dir</b> sends draft Apr front page CM WS to <b>EMT/EMT</b> reviews and returns edits promptly/ NCHELP & MYF revisions due to <b>Comm Director</b>	

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3-19		Approved policies to <b>PPC/Tech</b> edits, final batch proposals, & Appen H to Editor		Approved policies to <b>PPC/Tech</b> edits, final batch proposals, & Appen H to Editor			
4-2	Appen C et seq to <b>PPC/</b> Final batch edited proposals & Appen H to <b>PC</b>		Approved policies, Appen C, et seq to <b>ICM</b>		Final changes to Appen C, et seq to Editor	<b>Comm Dir</b> sends Apr front page CM WS to <b>Gov Bd Chair</b> for posting/ <b>Comm Dir</b> reviews Appen F & sends to Editor	Final database proof & signoff to <b>BADGER print customers/</b> Final count paper copies & CDs to <b>all guarantors</b>
4-5	Tech edits to <b>PC</b>	EMT Mtg		EMT Mtg/ Review CD documents & identify new, obsolete, & revised docs & source	<b>Appen C volunteers</b> complete review & send chgs to Editor	EMT Mtg	
4-8		Final batch & Appen H to GB Chair			<b>GB Chair</b> circulates final batch & Appen H to <b>Gov Bd</b>		
4-14	Review Appen D & sub-sections 2.3.B and 2.3.C/ Contact Regs Committee about A-3 and H-1					<b>Comm Dir</b> drafts cover letter for annual update & sends to <b>Gov Bd Chair &amp; Editor</b>	
4-15	Appen C et seq and Tech edits to <b>PPC/</b> Cover letter & comments to <b>Comm Dir</b>	Gov Bd Mtg/		Gov Bd Mtg – Reminders of: Appen C entries due to final policies to Editor, final count survey & final database proof signoff sheet to <b>BADGER/</b>	Gov Bd Mtg – Approval of final batch & Appen H	Gov Bd Mtg/ <b>GB Chair</b> returns cover letter & comments to <b>Comm Dir/</b>	
4-16		Approved policies and Appen H to PPC/Tech edits to Editor.					
4-21	Last minute adds to Appen C received for policies approved at 4/15 GB meeting to <b>PPC</b>				Deadline for last minute adds to Appen C for policies approved at 4/15 GB meeting to Editor	<b>Comm Dir</b> sends final cover letter to <b>PPC/ Comm Dir</b> sends draft May front page CM WS to <b>EMT/ EMT</b> reviews and returns edits promptly	
4-28						<b>Comm Dir</b> sends May front page CM WS to <b>Gov Bd Chair</b> for posting	

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5-5	Picks up proof for review & sends link to <b>PC and Gov Bd</b>		Approved policies, Appen C to <b>ICM/</b> Annual Update proof to <b>CM WS</b> with email & link to <b>Editor</b>				
5-10		EMT Mtg		EMT Mtg /List of CD documents & links to <b>PPC/</b> Secure approximate CD price from <b>BADGER</b>		EMT Mtg	
5-17		Proof corrections to <b>Editor</b>			Proof corrections to <b>Editor</b>		Places paper order
5-20	Reviews paper proof, marks up & flags changes, sends by overnight mail to <b>PPC</b>	Gov Bd Mtg – No policies considered		Gov Bd Mtg – Requests CD beta testers	Gov Bd Mtg – No policies considered	Gov Bd Mtg	
5-25			Proof corrections to <b>Annual Update/</b> Est page count (including pages marking tabs) to <b>BADGER</b>				
6-17		Gov Bd Mtg – No policies considered	Master CD to <b>BADGER</b>	Gov Bd Mtg – No policies considered	Gov Bd Mtg – No policies considered	Gov Bd Mtg – No policies considered/ <b>Comm Dir</b> sends draft July front page CM WS to <b>EMT/ EMT</b> reviews and returns edits promptly	Begins CD production
6-23						<b>Comm Dir</b> prepares draft press release and circulates to <b>EMT &amp; Editor</b>	Completes printing & begins fulfillment of paper copies
6-29	Comments on press release to <b>Comm Dir</b>					Comments on press release to <b>Comm Dir</b>	Completes fulfillment of paper manuals
6-30					OSFA files copyright paperwork & fee	<b>Comm Dir</b> incorporates comments & sends press release to <b>CM WS, industry associations, &amp; Public &amp; GB listserves/Comm Dir</b> sends JUL front page CM WS to <b>Gov Bd Chair</b> for posting to <b>CM WS</b>	
7-5		EMT Mtg		EMT Mtg	EMT Mtg		Completes shipping CDs

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7-15		Gov Bd Mtg – No policies considered		Gov Bd Mtg – No policies considered	Gov Bd Mtg – No policies considered	Gov Bd Mtg – No policies considered	
7-21						<b>Comm Dir</b> sends draft Aug front page CM WS to <b>EMT/</b> <b>EMT</b> reviews and returns edits promptly	
8-3	New officer terms & new production cycle begin	EMT Mtg – New officer terms & new production cycle begin	New officer terms & new production cycle begin	EMT Mtg – New officer terms & new production cycle begin	New officer terms & new production cycle begin	EMT Mtg – New officer terms & new production cycle begin/ <b>Comm Dir</b> sends Aug front page CM WS to <b>Gov Bd Chair</b> for posting	
8-19		Gov Bd Mtg – No policies considered		Gov Bd Mtg – No policies considered	Gov Bd Mtg – No policies considered	Gov Bd Mtg – No policies considered/ <b>Comm Dir</b> sends draft Sep front page CM WS to <b>EMT/</b> <b>EMT</b> reviews and returns edits promptly	

Note: Add copyright request and shipping CDs to Friends list to Production Timeline.