

## 2010/2011 Production Timeline

| Date  | Editor   | PC Co-chairs  | Prepress Coordinator   | Production Director   | Governing Board  | Executive Mgmt Team  | Badger   |
|-------|--|---|--|---|--|--|--|
| 9-7   | Tech edits to <b>PC</b>                                      | EMT Mtg   |  | EMT Mtg   |  | EMT Mtg  |  |
| 9-8   |  |   |  | 1st draft Prod Timeline to <b>PC</b><br><b>EMT, Editor, PPC, BADGER</b>   |  |  |  |
| 9-16  |  | Gov Bd Mtg/   |  | Gov Bd Mtg  | Gov Bd Mtg   | Gov Bd Mtg   |  |
| 9-17  |  | Approved policies to <b>PPC</b> /<br>Tech edits to <b>Editor</b>            |  |   |  |  |  |
| 10-4  | 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>                | 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>   | Comments to 1 <sup>st</sup> Prod Timeline to <b>Prod Dir</b> |
| 10-5  |  |   |  | Draft Final Prod Timeline to <b>PC</b><br><b>EMT, Editor, PPC, BADGER</b> |  |  |  |
| 10-12 | Comments to Draft Final Prod Timeline to <b>Prod Dir</b>     | EMT Mtg   | Comments to Draft Final Prod Timeline to <b>Prod Dir</b>         | EMT Mtg   |  | EMT Mtg<br>Comments to Draft Final Prod Timeline to <b>Prod Dir</b>                                    | Comments to Draft Final Prod Timeline to <b>Prod Dir</b>     |
| 10-14 | Appen C, et seq to <b>PPC</b>                                |   | Approved policies, Appen C, et seq to <b>ICM</b>                 | Final Prod Timeline to <b>Gov Bd, PC, PPC, BADGER, Editor, EMT</b>        |  |  |  |
| 10-15 | Tech edits to <b>PC</b>                                      |   |  |   |  |  |  |
| 10-21 |  | Gov Bd Mtg/<br>Tech edits to <b>Editor</b>                                  |  | Gov Bd Mtg  | Gov Bd Mtg<br>Changes to Appen C, Ch 1, DAA Chart, Tech edits to <b>Editor</b> | Gov Bd Mtg/  |  |
| 10-22 |  | Approved policies to <b>PPC</b> /Tech edits to <b>Editor</b>                |  |   |  | <b>GB Chair</b> - Final Prod Timeline to <b>CMWS</b>   |  |
| 11-5  | 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>                                    |  |  |
| 11-8  | Tech edits to <b>PC</b>                                      | EMT Mtg   |  | EMT Mtg   |  | EMT Mtg  |  |
| 11-18 |  |   |  | Gov Bd Mtg  | Gov Bd Mtg   | Gov Bd Mtg   |  |
| 11-19 |  | Gov Bd Mtg/<br>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                          |  |

|      |                     |         |  |         |  |         |  |
|------|---------------------|---------|--|---------|--|---------|--|
| 12-6 | Tech edits to<br>PC | EMT Mtg |  | EMT Mtg |  | EMT Mtg |  |
|------|---------------------|---------|--|---------|--|---------|--|

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|-------|------------------------------|---|--|--|---|---|--------|
| 12-16 |                              | 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.  |        |
| 12-17 |                              | Approved policies to <b>PPC/Tech</b> 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>      |   |  |  |   |   |        |
| 1-10  |                              | EMT Mtg   |  | EMT Mtg  |   | EMT Mtg   |        |
| 1-20  |                              | Gov Bd Mtg  |  | Gov Bd Mtg   | Gov Bd Mtg  | Gov Bd Mtg  |        |
| 1-21  |                              | Approved policies to <b>PPC/Tech</b> 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   |        |
| 2-7   | Tech edits to <b>PC</b>      | EMT Mtg   |  | EMT Mtg  |   | EMT Mtg   |        |
| 2-17  |                              | 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   |        |
| 2-18  |                              | Approved policies to <b>PPC/Tech</b> 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    |        |
| 3-7   | Tech edits to <b>PC</b>      | EMT Mtg   |  | EMT Mtg  |   | EMT Mtg   |        |
| 3-17  |                              | 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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|------|--|---|--|---|---|---|--|
| 3-18 |  | 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  |   |   |  |
| 4-4  | 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/<br><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> |
| 4-11 | 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   |  |
| 4-13 |  | Final batch & Appen H to GB Chair<br>Approved policies and Appen H to PPC/Tech edits to Editor. |  |   | <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.B & 2.3.C/ Remind PC Co-Chairs to contact Regs Committee about Figures A-3 and H-1 |   |  |   |   | <b>Comm Dir</b> drafts cover letter for annual update & sends to <b>Gov Bd Chair &amp; Editor</b>   |  |
| 4-21 | 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>   |  |
| 4-26 | 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/</b> <b>Comm Dir</b> sends draft May front page CM WS to <b>EMT/</b> <b>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> |   |                                     |  |   |
| 5-9  |   | EMT Mtg                             |  | EMT Mtg /List of CD documents & links to <b>PPC/</b> Secure approximate CD price from <b>BADGER</b> |                                     | EMT Mtg  |   |
| 5/16 | Reviews paper proof, marks up & flags changes, sends by overnight mail to <b>PPC</b>      |                                     |  |   |                                     |  |   |
| 5-17 |   | Proof edits to <b>Editor</b>        |  |   | Proof corrections to <b>Editor</b>  |  | Places paper order                                      |
| 5-19 |   | Gov Bd Mtg – No policies considered |  | Gov Bd Mtg – Requests CD beta testers   | Gov Bd Mtg – No policies considered | Gov Bd Mtg   |   |
| 5/24 |   |                                     | CRC due to Badgers.  |   |                                     |  |   |
| 5/30 |   |                                     | CD to beta testers for corrections.  |   |                                     |  |   |
| 6-1  |   |                                     | Proof corrections to <b>Annual Update/</b> Est page count (including pages marking tabs) to <b>BADGER</b>        |   |                                     |  |   |
| 6-6  | Reviews blue line of paper Annual Update & CD info & signs off on both with <b>BADGER</b> | EMT Mtg                             |  | EMT Mtg Beta testing results to PPC.  |                                     | EMT Mtg  |   |
| 6-16 |   | Gov Bd Mtg – No policies considered | Master CD to <b>BADGER With Art Work</b>   | Gov Bd Mtg – No policies considered   | Gov Bd Mtg – No policies considered | Gov Bd Mtg – No policies considered/<br><b>Comm Dir</b> sends draft July front page CM WS to <b>EMT/</b> <b>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                | <b>Comm Dir</b> incorporates   |   |

|      |  |            |  |            |                 |  |                           |
|------|--|------------|--|------------|-----------------|--|---------------------------|
|      |  |            |  |            | paperwork & fee | comments &<br>sends press<br>release to <b>CM<br/>WS, industry<br/>associations, &amp;<br/>Public &amp; GB<br/>listserve/Comm<br/>Dir</b> sends JUL<br>front page CM<br>WS to <b>Gov Bd<br/>Chair</b> for posting<br>to <b>CM WS</b> |                           |
| 7-11 |  | EMT Mtg    |  | EMT Mtg    | EMT Mtg         |  | Completes<br>shipping CDs |
| 7-21 |  | Gov Bd Mtg |  | Gov Bd Mtg | Gov Bd Mtg      |  |                           |

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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/<br><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/<br><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.