| Program Standards Committee Work Plan 2016-2018 | | | | | | | | | | | | | | | | | | | |
|---|---|----------|------------------|----------------------------|-----------|---------|----------|----------|---------|----------|------------------|-------|-----|------|------|--------|-----------|---------|----------|
| | Responsible | | | | 2016 | 5 | | | | | | | | | 2017 | | | | |
| Task | Person | Status | July | August | September | October | November | December | January | February | March | April | May | June | July | August | September | October | November |
| Develop Committee Roster and provide to Executive Board for approval | Angie, Amanda, Joyce | Complete | | | | | | | | | | | | | | | | | |
| Develop work plan | Angie, Amanda, Joyce | Complete | 15 - Complete | | | | | | | | Updated | | | | | | | | |
| Write and submit committee report to Executive Board | Angie, Amanda, Joyce | | 15- Complete | | | | | | | | 22 - Complete | | | | x | | | | 10 |
| Verbal report to the Executive Board | Angie | | | 10 - Complete | | | | | | | | х | | | | × | | | |
| Initial committee meeting & development of subcommittees for each issue | Angie, Amanda, Joyce | | | 22 | | | | | | | | | | | | | | | |
| Subcommittee progress check-in | Angie, Amanda, Joyce | | | | x | | x | | х | | x | | x | | x | | Х | x | |
| Develop prospective Committee Issues | Joyce | | | | | | | | | | | | | | | | | | 10 |
| Revised final reports and issues due to Issue Chairs | Angie, Amanda, Joyce | | | | | | | | | | | | | | | | | | 30 |
| lssue submission deadline | Angie, Amanda, Joyce | | | | | | | | | | | | | | | | | | |
| Full committee meetings Issue 2016 II-009 PSC | Angie, Amanda, Joyce 3 - Recommenda | | Issue 2014 II-00 | 22 then as needed 05 | | | | | | | | | х | | | | | | |
| Develop subcommittee roster & submit to PSC chai | | | | | x | | | | | | | | | | | | | | |

| Subcommittee | Subcommittee | | | | | . – | | | | | | | |
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| meetings | Chair | | | | 26 | 17 | 15 | 19 | 16 | 16 | | | |
| progress reports to | Subcommittee | | | | | | | | Х | | X | X | |
| PSC chair | Chair | | | | | | | | | | | | |
| final report to PSC | Subcommittee | | | | | | | | | | | | X |
| chair | Chair | | | | | | | | | | | | |
| Charge 1 specific | Subcommittee | | | | | | | | | | | | |
| tasks | Chair | | | | | | | | | | | | |
| Charge 2 specific | Subcommittee | | | | | | | | | | | | |
| tasks | Chair | | | | | | | | | | | | |
| Charge 3 specific | Subcommittee | | | | | | | | | | | | |
| tasks | Chair | | | | | | | | | | | | |
| Develop issues for | | | | | | | | | | | | | |
| 2018 CFP & submit | Subcommittee | | | | | | | | | | | | |
| to PSC chair | Chair | | | | | | | | | | | | |
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| Issue 2016 II-015 CFS | SRP 2 Reassign Charges to the | Program Standa | rds | | | | | | | | | | |
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| Develop | | | | х | | | | | | | | | |
| subcommittee roste | | | | | | | | | | | | | |
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| Subcommittee | Subcommittee | | | | | | | | | | | | |
| meetings | Chair | | | | | | | 20 | | 30 | | | |
| progress reports to | Subcommittee | | | | | | | | Х | | X | x | |
| PSC chair | Chair | | | | | | | | | | | | |
| final report to PSC | Subcommittee | | | | | | | | | | | | x |
| chair | Chair | | | | | | | | | | | | |
| Charge 1 specific | Subcommittee | | | | | | | | | | | | |
| tasks | Chair | | | | | | | | | | | | |
| Charge 2 specific | Subcommittee | | | | | | | | | | | | |
| tasks | Chair | | | | | | | | | | | | |
| Charge 3 specific | Subcommittee | | | | | | | | | | | | |
| tasks | Chair | | | | | | | | | | | | |
| Develop issues for | | | | | | | | | | | | | |
| 2018 CFP & submit | Subcommittee | | | | | | | | | | | | |
| to PSC chair | Chair | | | | | | | | | | | | |
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| Issue 2016-018 IFITC | 3 Reassign Charges to Progra | m Standards Con | nmittee | | | | | | | | | | |
| Develop | | | | | | | | | | | | | |
| subcommittee roste | r Subcommittee | | | Х | | | | | | | | | |
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| Subcommittee | Subcommittee | | | | | | | | | | | | |
| meetings | Chair | | | | 21 | | E | | 27 | 29 | | | |
| | Subcommittee | | | | 21 | | 5 | | 27 | 29 | | | |
| progress reports to | | | | | | | | | Х | | x | х | |
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| Issue 2016 II-020 Ree | evaluation of FDA | VINKERP Stai | nuara 8 | | | | | | | | | | | |
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| subcommittee roster | | | | | | | | | | | | | | |
| & submit to PSC chai | r Chair | | | | | | | | | | | | | |
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| Retail Program Stand | ards special session | on for the 20 | 018 CFP | | | | | | | | | | | |
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| Topics developed | | | | | | | | | | | | | | |
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| | all | | | | | | | | | | | | | |
| Agenda finalized | all | | | | | | | | | | | | | |
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| Speakers contacted | all | | | | | | | | | | | | | |
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| Power Point | | | | | | | | | | |
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| presentation | | | | | | | | | | |
| developed and | | | | | | | | | | |
| provided to CFP | | | | | | | | | | |
| Executive Director | | | | | | | | | | |
| for posting on the | all/subcommitte | | | | | | | | | |
| CFP web-site | e chair | | | | | | | | | |
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| A/V needs for session | | | | | | | | | | |
| submitted to CFP | Subcommittee | | | | | | | | | |
| Executive Director | chair | | | | | | | | | |
| Progress report to | Subcommittee | | | | | | | | | |
| PSC chair | chair | | | | | | Х | Х | Х | |

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| | Presentati ons finalized and submitted to Executive Director | Session Tuesday 1- 3 | |
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