

Draft project plan – for consideration and revision

Assumptions:

- Present completed effort at ICFM5 in Sept 2011 (Tsukuba City, Japan)
- Target presentation of full paper at ICFM5 for publication in SCI Journals
- Final “best practices” document will likely differ from ICFM5, but ICFM5 paper can draw from and highlight “best practices” document
- Present effort underway at Nov 30-Dec 1 international discussions (Washington, D.C.)
- Target development of a full first draft (minus best practices) prior to Dec 2 meeting
- Limit scope of documents to 4 participating countries only
- Conclude work by Sept 2011

Potential Decisions:

- Do half-page expansions suffice as the basis of the document, or will further elaboration be required and, if so, for which portions of the document?
- Will case studies (stories illustrating use of approaches/best practices) be useful? If so, how and when should they be selected and written?
- Identify presenter(s) for Nov 30-Dec 1 presentation
- Is there interest in associated site tours on Friday, Dec. 3?

Questions:

- When is full ICFM5 paper due? (Format announcement anticipated January 2011)
- What is likelihood of ICFM paper being selected?

Milestones:

Oct 2009	Draft Framework offered	Jos Van Alphen
	Comments provided	All
Feb 2010	Revised Framework provided; half-page expansions suggested as next step	Jos Van Alphen
June 9	Share available half-page expansions for consideration in advance of meeting	
June 14-16, 2010	Meeting (London)	Hosted by David Rooke
July 16, 2010	Share remaining half-page expansions	All
July 30, 2010	Provide compiled expansions (expanded “best practices” framework) to all	Lisa Bourget
Aug 27, 2010	Comments due on expanded “best practices” framework; small writing team identified (one person per country)	All
Sept-Oct 2010	Small writing team to consider comments, revise, expand as needed (requesting additional material where required), create cohesive draft	Lisa Bourget, ?, ?, ?

Nov 5, 2010	Small writing team to provide for review: 1. Cohesive draft 2. Suggested best practices and approach for presenting them	Lisa Bourget, ?, ?, ?
Nov 19, 2010	Provide draft ICFM5 abstract for review	?
Dec 1, 2010	Present ongoing effort at international discussions	?
Dec 2, 2010	Meeting (Washington, D.C.) Objectives: <ul style="list-style-type: none"> • Discuss cohesive draft; obtain comments and direction • Discuss proposed best practices and approach for presenting them • If desired, identify case study “stories” and determine who will write each • Confirm ICFM5 abstract for submission • Determine desired means of finalizing document (electronic, printed, under whose auspices) 	Hosted by Ed Hecker / Lisa Bourget
Dec 31, 2010	Submit ICFM5 abstract (abstracts due Jan 2011)	?
Feb 25, 2011	If desired, draft illustrative case study “stories” and provide to small writing team	?
March 25, 2011	Small writing team to: 1. draft best practices and concluding remarks 2. revise document per meeting 3. incorporate case study “stories” if desired 4. excerpt from document for ICFM5 paper	Lisa Bourget, ?, ?, ?
March 25, 2011	Small writing team to provide final draft “best practices” document, draft ICFM5 paper for review	Lisa Bourget, ?, ?, ?
April 22, 2011	Comments due on final draft, ICFM5 paper	All
May 2011	Possible conference call to discuss comments, finalization of final draft, ICFM5 paper	All
June 2011	Small writing team finalizes “best practices” document, ICFM5 paper	Lisa Bourget, ?, ?, ?
June 2010?	Submit ICFM5 paper	?
July 2011	Print and disseminate document	?
Sept 2011	Present at ICFM5 (Tsukuba City, Japan)	?