

AIA Guidelines for Laboratories Document Update

Proposed Task List and Budget

Definition of Roles

| Project Board | | |
|---|---|--|
| Project Management (PM) (including assistant PM) | Handle the logistical aspects related to identifying, coordinating, and maintaining the Executive, Steering, and Revisions committees and their work output | |
| Project Oversight Committee (at least 6 Members) | Provide oversight to project management, coordinate the duties of the Executive Committee, and ensure the document includes the appropriate topics as intended by the Executive Committee | |
| Federal Advisory Committee | Federal Agency representatives | |
| Support Contractor | To handle logistics related to meeting set up and document development | |
| Executive Committee (7 Members) | With the Project Oversight Committee, the Executive Committee will determine the topics to be covered in the document, assuming lead responsibilities for specific sections or topics, and selecting members for a Steering Committee to help collect and draft the information for each section. | |
| Steering Committee (12 Members) | Supports the Executive Committee lead in collecting and drafting the section(s) that is (are) the responsibility of the Executive Committee lead. | |
| Revisions Committee (Large Membership) | Comprised of a large group of volunteers (solicited by the partners) to help develop, review, and/or advise the Steering Committee on specific technical sections of the document. | |

| Date | Task | Activities |
|-------------|-------------|-------------------|
|-------------|-------------|-------------------|

PHASE 1

| | | |
|--------|---|---|
| Feb-09 | Confirm Project Management and Project Oversight Committee | <ul style="list-style-type: none"> I²SL and AIA select, invite, and confirm project manager, assistant, and support contractor I²SL and AIA determine members to represent organizations in Project Oversight Committee |
| Mar-09 | Confirm Executive Committee | <ul style="list-style-type: none"> Develop list of invited members Develop and distribute invitation letter Collect responses from invited participants Develop and distribute confirmation letter Invite alternate participants as needed Compile and distribute a final list of Executive Committee Members |
| Apr-09 | Hold a full-day Executive Committee conference call to consider project scope and select Steering Committee members | <ul style="list-style-type: none"> Coordinate date and time Develop and distribute agenda and supporting documents Participation by an ERG representative Compile and distribute minutes Full Day Conference Call (7 participants [4 under contract*, 3 in-kind] x 8 hours) |

| Date | Task | Activities |
|--------|---|---|
| May-09 | Confirm Steering Committee | Develop and distribute invitation letter Collect responses from invited participants Invite alternate participants as needed Compile and distribute a final list of Steering Committee Members to the Executive Committee |
| Jun-09 | Hold in-person, two-day Executive and Steering Committee meeting to discuss updates and new information to be included in the document (calculations are based on meeting being held in Washington, DC) | Send copy of old guide to each member of the Steering Committee Determine meeting date and location Develop and distribute agenda and supporting documents Confirm participation of Executive Committee Member to serve as session moderator Coordinate participation of a non-biased facilitator Coordinate participation by an ERG representative Compile and distribute minutes Onsite coordination Reserve meeting space Coordinate audio visual equipment and labor Coordinate food and beverage for the group with caterer (meals include: breakfast, a.m. break, lunch, p.m. break) Reimburse Travel (12 paid representatives [8 under contract*, 4 in-kind] x \$400 per person = \$4800) Reimburse Lodging (12 paid representatives (8 under contract*, 4 in-kind) x 209 per person = \$2508) Reimburse additional meals (12 paid representatives [8 under contract*, 4 in-kind] x \$64 for meals = \$768) Reimburse Time (2 days x 8 hours/day x 12 paid representatives [8 under contract*, 4 in-kind] x \$100/hour = \$19,200) Process reimbursements |
| Jul-09 | Develop an outline of new document based on Steering Committee contributions | Coordinate input from Steering Committee and work with Executive Committee to determine which topics to include in draft outline Develop draft outline Submit draft outline for review by Steering Committee Incorporate Steering Committee edits Submit draft outline for review by Executive Committee Incorporate Executive Committee edits QA/QC edit of final outline |

| Date | Task | Activities |
|--------|--|--|
| Aug-09 | Distribute final outline to Executive and Steering Committee members for approval | |
| Aug-09 | Establish and confirm Revisions Committee | <p>Hold conference call with Project Oversight Committee representative (1 person) Steering Committee (12 ppl) and Executive Committee (7 ppl) to discuss potential Revisions Committee participants (estimated 2 hours, 20 participants [8 under contract*, 12 in-kind])</p> <p>Compile Steering Committee suggestions and contact information for Revisions Committee</p> <p>Finalize list of potential participants for Revisions Committee and get approval from Executive Committee</p> <p>Develop and distribute invitation letter</p> <p>Collect responses from invited participants</p> <p>Invite alternates as necessary</p> <p>Compile and distribute a final list of Revisions Committee Members to the Executive and Steering Committees</p> |
| Sep-09 | Hold a conference call to discuss logistics of in-person meeting that will take place at the Labs21 2009 Annual Conference | <p>Coordinate date of call and create agenda</p> <p>Hold pre-meeting conference call (2 hours) to provide background on document. Include two representative from each committee (8 ppl total representing Project Oversight Committee, Executive Committee, Steering Committee, and Revisions Committee)</p> <p>Develop and distribute meeting minutes</p> |
| | Hold a full-day meeting for Revisions Committee to establish roles for drafting the new document and smaller group meetings to discuss specific document sections. In person meeting will take place at the Labs21 2009 Annual Conference in Indianapolis, IN. Given this, travel, lodging, and meal assistance may be provided for some participants. | <p>Develop and distribute agenda and supporting documents for one-day meeting</p> <p>Attendance by support contractor representative</p> <p>Compile and distribute minutes</p> <p>Onsite Coordination</p> <p>Reserve meeting space</p> <p>Coordinate audio visual equipment and labor</p> <p>Coordinate food and beverage (group) - breakfast, a.m. break, lunch, p.m. break</p> <p>Reimburse Travel (10 people x \$400 per person = \$4000)</p> <p>Reimburse Lodging (10 people x \$94 per person = \$940)</p> <p>Reimburse Dinner (10 people x \$44 per person per diem = \$440)</p> <p>Reimburse Time (2 hours per person x 10 ppl)</p> <p>Process Reimbursements</p> |

| Date | Task | Activities |
|----------------|--|---|
| Oct-09 | Follow-Up to in-person meeting of committees | Establish individual roles for Revisions Committee members |
| | | Assign individual tasks for drafting sections of the new document |
| PHASE 2 | | |
| Nov-09 | Prepare first draft of document | Compile and organize document sections as they're submitted by Writing Committee members |
| | | QA/QC edit of first draft |
| Jul-10 | First draft document review | Send document to Writing Committee for review |
| | | Collect Writing Committee comments |
| | | Incorporate Writing Committee comments |
| | | Coordinate review of first draft by Steering Committee |
| | | Collect Steering Committee comments |
| | | Incorporate Steering Committee comments |
| | | Coordinate review of first draft by Executive Committee |
| | | Collect Executive Committee comments |
| | | Incorporate Executive Committee comments |
| | | QA/QC edit of final first draft |
| Dec-10 | Solicit public feedback | Post document in a public forum |
| | | Invite public to review document |
| | | Collect comments from public |
| | | Discuss incorporation of comments with Executive, Steering, and Writing Committee members where appropriate |
| | | Incorporate comments into document as decided by all Committee members |
| Mar-11 | Distribute final draft of document to all Committee members for approval | |
| Apr-11 | Layout document | Select photos and graphs for document |
| | | Develop layout of document |
| | | Coordinate review of document layout by Writing Committee |
| | | Collect Writing Committee comments |
| | | Incorporate Writing Committee comments |
| | | Coordinate review of document layout by Steering Committee |
| | | Collect Steering Committee comments |
| | | Incorporate Steering Committee comments |
| | | Coordinate review of document layout by Executive Committee |
| | | Collect Executive Committee comments |
| | | Incorporate Executive Committee comments |
| | | QA/QC edit of final document |

| Date | Task | Activities |
|------------------------------------|--|--|
| Oct-11 | Distribute final version of document to all Committees for approval | |
| Dec-11 | Publish final document | Research potential printers and provide recommendations to Executive Committee Confirm printer Prepare files for printer Send files and specifications to printer |
| Jan-12 | Distribute final Guidelines to all Committee members and to the public | |
| Additional tasks/needs for project | | Conference calls Reproduction Purchasing photos for document (cover/generic lab photos) Telephone Courier/freight Computer Word processing supplies |