

P1800 Timeline for completion and approval by IEEE Standards Association Standards Board

	Task	Duration (days)	Start Date	End Date
	Recruit Technical Writer			
	RFP is sent to prospective technical editors	1	15-Oct-04	15 Oct. 2004
	Deadline for proposals from technical editors received	10	15-Oct-04	25-Oct-04
	working group subcommittee reviews and chooses technical editor	5	25-Oct-04	29 Oct. 2004
	Technical editor is informed	1	29-Oct-04	29 Oct. 2004
	Draft Development Phase			
	Draft 1			
	First editorial review	11	18-Oct-04	29-Oct-04
	technical writer creates draft 1	21	29-Oct-04	19-Nov-04
	working group chair approves draft 1	7	12-Nov-04	26-Nov-04
**	working group ballot	30	26-Nov-04	27-Dec-04
	meeting announcement is published 30 days previous to meeting	1	10-Dec-04	10-Dec-04
	working group comments are collected and organized. Major issues identified	14	27-Dec-04	10-Jan-05
	Agenda is published including major issues for resolution	1	10-Jan-05	10-Jan-05
**	working group meeting to resolve comment:	5	24-Jan-05	28-Jan-05
	Draft 2			
	technical writer creates draft 2	21	28-Jan-05	18-Feb-05
	working group chair approves draft 2	7	18-Feb-05	25-Feb-05
	pre-ballot mandatory editorial coordination	7	18-Feb-05	25-Feb-05
**	working group ballot (of draft) / editorial coordination is circulated	30	25-Feb-05	28-Mar-05
	meeting announcement is published 30 days previous to meeting	1	25-Mar-05	25-Mar-05
	working group comments are collected and organized. Major issues identified	14	28-Mar-05	11-Apr-05
	Agenda is published including major issues for resolution (allow 14 days for review by wg)	1	11-Apr-05	11-Apr-05
**	working group meeting to resolve comment:	5	25-Apr-05	29-Apr-05
	Draft 3			
	technical writer creates draft 3	21	29-Apr-05	20-May-05
	working group chair approves draft 3	7	20-May-05	27-May-05
	Pre-ballot activity			
*	all entities become SA members	30	7-Mar-05	5-Apr-05
	WG chair approves invitation to ballot text	2	28-Mar-05	29-Mar-05
*	invitation to ballot (30-day process) begins	30	6-Apr-05	6-May-05
	sponsor chair approves balance of ballot group	7	9-May-05	16-May-05
	working group chair approves cover letter for ballot	2	16-May-05	18-May-05
	working group meeting; motion to begin sponsor ballot; program manager presents <i>The Ballot Process</i> to the working group and ensures that all entities are prepared for ballot	1	25-May-05	25-May-05
	Sponsor Ballot			
**	30-day initial ballot of draft 3	30	27-May-05	26-Jun-05
	results sent to WG chair / sponsor / program manager	2	27-Jun-05	28-Jun-05
**	ballot resolution committee meeting to resolve comments	3	29-Jun-05	1-Jul-05
	technical writer prepares draft 4. Secretary prepares ballot comment matrix with dispositions for recirculation. Program manager prepares cover letter to balloters.	14	1-Jul-05	14-Jul-05
	ballot resolution committee approves draft and ballot comment matrix with dispositions for recirculation. WG chair approves cover letter to balloters.	7	14-Jul-05	21-Jul-05
**	10-day recirculation ballot of draft 4 / results sent to WG chair / sponsor / program manager	10	26-Jul-05	5-Aug-05
	Program manager creates RevCom submittal package. WG chair approves and submits RevCom submittal package.	1	5-Aug-05	5-Aug-05

	RevCom submission deadline	1	12 Aug. 2005	12-Aug-05
	IEEE-SA Standards Board approval			
	RevCom approves P1800	1	21 Sept. 2005	21-Sep-05
	Standards Board approves P1800	1	22 Sept. 2005	22-Sep-05