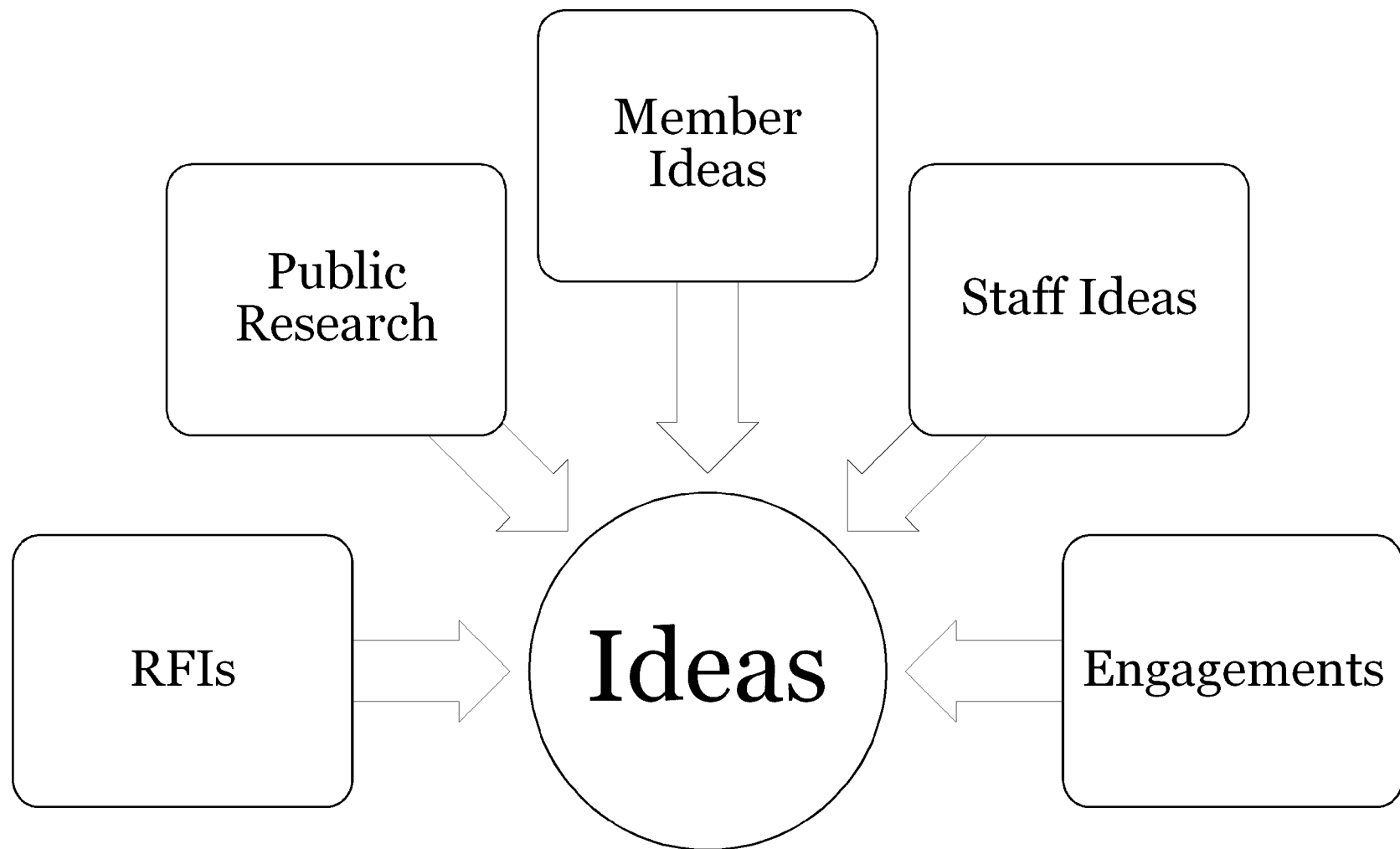
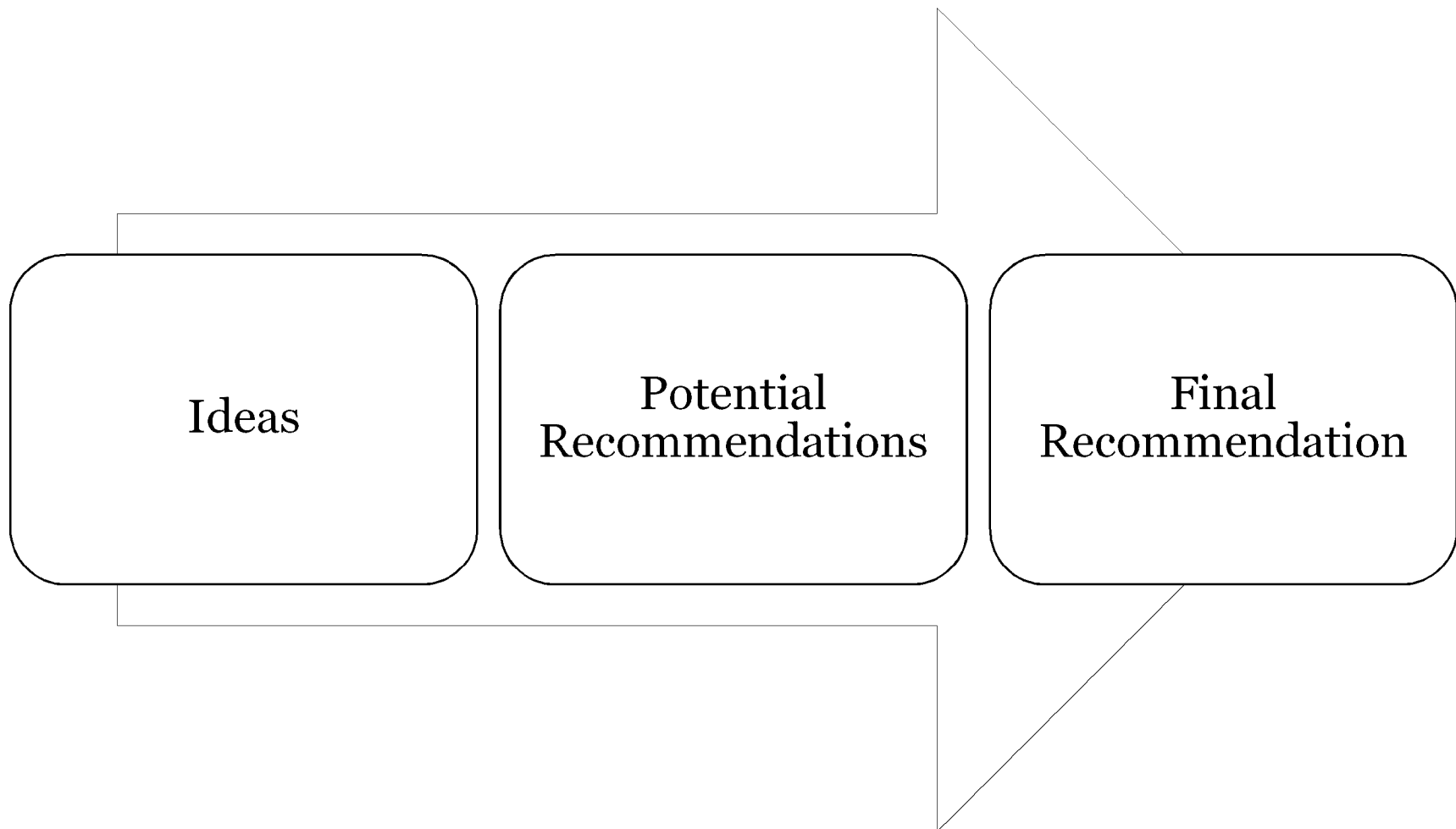


Sources of ideation



Idea to Completed Recommendation



Status Details

Ideas

- **Purpose:** Simple, easy to understand ideas that have undergone limited research.
- **Access:** New ideas will be emailed to Dave, Alex, and Jean, and they will determine which to add.
- **Actions:** Each idea in this bucket will be briefly discussed and then voted on to approve, disapprove, or request more information. Once discussed, the group will assign an “owner” to turn the idea into a recommendation or will get more information on an idea.
- **Process:** Ideas that are “disapproved” stop here; ideas that require additional information will remain in status until those questions are answered and the idea is approved or disapproved; and ideas that are approved progress.
- **Artifact:** Ideas Tracking List (i.e. Dave’s list in today’s vernacular)

Potential Recommendations

- **Purpose:** Capture ideas that have been approved, so that we know when recommendations will be ready for peer review.
- **Access:** Only items that have been approved by the group.
- **Actions:** Recommendation owners define an estimated deadline the recommendation will be drafted, in template format, and brought back to the group for review or clarification.
- **Process:** “Owners” may request that the members withdraw a recommendation after attempting to draft (then remove from both artifacts and update ideas tracking list); “owners” may bring forth specific questions to fully flush out the recommendation (update date for next review); “owners” may request passage without a member vote (confirm accuracy of progress report and content dashboard); or “owners” may request review and a group vote to pass the recommendation template to the copy edit team to consolidate in Vol II (confirm accuracy of progress report and content dashboard).
- **Artifacts:** Vol II. Progress report + Executive-level Content dashboard

Recommendation

- **Purpose:** Comprehensive list of all recommendations, in template format, that have no questions and are in various states of draft.
- **Access:** Approval by Jean or vote by members.
- **Actions:** Consolidate in Vol II format and begin copy editing of recommendations.
- **Artifacts:** Vol II + Executive-level Content dashboard