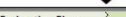


Project plan submitted to and approved by LT





Exploration Phase

Determine level of interest in topic, basic research create project plan. plan and identify core

Deliverables

team.

- Research question
- Basic research plan
- Project core team, including chair(s) Project proposal

Organization Phase

Define scope of project and

Deliverables

- Scope of project (including what is out of scope) Project plan and timeline
- Set milestones
- Resources required
- List of expertise needed and plan for obtaining the expertise
- Funding plans, if needed
- Anticipated project deliverable Plan for completion of the literature review
- Conference call schedule

Project Work

Complete literature review, conduct research (interviews, survey, benchmarking), and obtain member feedback

Deliverables

- Literature review
- Achievement of set milestones as set out in group's project plan and proposal

Report Out

Complete project deliverable(s).

Deliverables

workshop

- Executive summary with bibliography/references
- Other options: RTM article, Special Interest Session, meeting report out, playbook, webinar,

Touchpoint 1

Touchpoint 2

Touchpoint 3

Final Touchpoint