**Proposal submitted to and approved by LT**

**Project plan submitted to and approved by LT**

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**Exploration Phase**
- Determine level of interest in topic, basic research plan and identify core team.

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

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**Organization Phase**
- Define scope of project and create project plan.

**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 deliverables
- Plan for completion of the literature review
- Conference call schedule

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**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

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**Report Out**
- Complete project deliverable(s).

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

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**Touchpoint 1**

**Touchpoint 2**

**Touchpoint 3**

**Final Touchpoint**