

Schedule for SeaTac Standards Development

Task	Responsible Party	Weeks Prior To Completion	Deadline Date	Done
Research Comparable Agency's Standards	Janet Mayer	72 Fri	10/28/16	✓
Develop Template	Janet Mayer	69 Fri	11/18/16	✓
Template Review	Distribution List (Standards Committee)	66 Fri	12/09/16	✓
Template Review Comments Due	Distribution List (Standards Committee)	65 Fri	12/16/16	✓
Meeting to Discuss Template	Standards Committee	65 Fri	12/16/16	✓
Template Revision	Janet Mayer	65 Fri	12/16/16	✓
Revised Template Review	Distribution List (Standards Committee)	64 Fri	12/23/16	✓
Revised Template Review Comments Due	Distribution List (Standards Committee)	62 Wed	01/04/17	✓
Meeting to Approve Template and to Look Ahead to Chapter 1	Standards Committee	62 Thur	01/05/17	✓
Begin Chapter 1	Janet Mayer	62 Fri	01/06/17	✓
T&PW Meeting - Discuss Standards Development	T&PW Committee	60 Thur	01/19/17	✓
Begin Forming Stakeholders Group	Standards Committee	60 Fri	01/20/17	✓
Chapter 1 Review	Distribution List (Standards Committee)	59 Thur	01/26/17	✓
Chapter 1 Review Comments Due	Distribution List (Standards Committee)	58 Wed	02/01/17	✓
Stakeholders Group Kickoff	Stakeholders Group	58 Wed	02/01/17	✓
Meeting to Discuss Chapter 1	Standards Committee	58 Thur	02/02/17	✓
Begin Chapter 1 Revision	Janet Mayer	58 Fri	02/03/17	✓
Revised Chapter 1 Review	Distribution List (Standards Committee)	56 Thur	02/16/17	✓
Revised Chapter 1 Review Comments Due	Distribution List (Standards Committee)	55 Wed	02/21/17	✓
Stakeholders Meeting to Discuss Chapter 1	Stakeholders Group	55 Thu	02/22/17	✓
Meeting to Approve Chapter 1 and Look Ahead to Chapter 2	Standards Committee	55 Thur	02/23/17	✓
Begin Chapter 2	Janet Mayer	55 Fri	02/24/17	✓
Chapter 2 Review	Distribution List (Standards Committee)	53 Thur	03/09/17	✓
Chapter 2 Review Comments Due	Distribution List (Standards Committee)	52 Wed	03/15/17	✓
Stakeholders Meeting to Discuss Chapter 2	Stakeholders Group	52 Wed	03/15/17	✓
Meeting to Discuss Chapter 2	Standards Committee	52 Fri	03/17/17	✓
Begin Chapter 2 Revision	Janet Mayer	52 Fri	03/17/17	✓
Revised Chapter 2 Review	Distribution List (Standards Committee)	50 Thur	03/30/17	✓
Revised Chapter 2 Review Comments Due	Distribution List (Standards Committee)	49 Wed	04/05/17	✓
Meeting to Approve Chapter 2 and Look Ahead to Chapter 3	Standards Committee	49 Fri	04/07/17	✓
Begin Chapter 3	Janet Mayer	49 Fri	04/07/17	✓
Chapter 3 Review	Distribution List (Standards Committee)	47 Mon	04/17/17	✓
Chapter 3 Review Comments Due	Distribution List (Standards Committee)	46 Mon	04/24/17	✓
Stakeholders Meeting to Discuss Chapter 3	Stakeholders Group	46 Tue	04/25/17	✓
Meeting to Discuss Chapter 3	Standards Committee	46 Thur	04/27/17	✓
Begin Chapter 3 Revision	Janet Mayer	46 Fri	04/28/17	✓
Revised Chapter 3 Review	Distribution List (Standards Committee)	44 Thur	05/11/17	✓
Revised Chapter 3 Review Comments Due	Distribution List (Standards Committee)	43 Wed	05/17/17	✓
Meeting to Approve Chapter 3 and Look Ahead to Chapter 4	Standards Committee	43 Thur	05/18/17	✓
Begin Chapter 4	Janet Mayer	43 Fri	05/19/17	
Chapter 4 Review	Distribution List (Standards Committee)	41 Thur	06/01/17	
Chapter 4 Review Comments Due	Distribution List (Standards Committee)	40 Wed	06/07/17	
Stakeholders Meeting to Discuss Chapter 4	Stakeholders Group	40 Wed	06/07/17	
Meeting to Discuss Chapter 4	Standards Committee	40 Thur	06/08/17	
Begin Chapter 4 Revision	Janet Mayer	40 Fri	06/09/17	
Revised Chapter 4 Review	Distribution List (Standards Committee)	38 Thur	06/22/17	
Revised Chapter 4 Review Comments Due	Distribution List (Standards Committee)	37 Wed	06/28/17	
Meeting to Approve Chapter 4 and Look Ahead to Chapter 5	Standards Committee	37 Thur	06/29/17	
Begin Chapter 5	Janet Mayer	37 Fri	06/30/17	
Chapter 5 Review	Distribution List (Standards Committee)	35 Thur	07/13/17	
Chapter 5 Review Comments Due	Distribution List (Standards Committee)	34 Wed	07/19/17	
Stakeholders Meeting to Discuss Chapter 5	Stakeholders Group	34 Wed	07/19/17	
Meeting to Discuss Chapter 5	Standards Committee	34 Thur	07/20/17	
Begin Chapter 5 Revision	Janet Mayer	34 Fri	07/21/17	
Revised Chapter 5 Review	Distribution List (Standards Committee)	32 Thur	08/03/17	

Task	Responsible Party	Weeks Prior To Completion	Deadline Date	Done
Revised Chapter 5 Review Comments Due	Distribution List (Standards Committee)	31 Wed	08/09/17	
Meeting to Approve Chapter 5 and Look Ahead to Chapter 6	Standards Committee	31 Thur	08/10/17	
Begin Chapter 6	Janet Mayer	31 Fri	08/11/17	
Chapter 6 Review	Distribution List (Standards Committee)	29 Thur	08/24/17	
Chapter 6 Review Comments Due	Distribution List (Standards Committee)	28 Wed	08/30/17	
Stakeholders Meeting to Discuss Chapter 6	Stakeholders Group	28 Wed	08/30/17	
Meeting to Discuss Chapter 6	Standards Committee	28 Thur	08/31/17	
Begin Chapter 6 Revision	Janet Mayer	28 Fri	09/01/17	
Revised Chapter 6 Review	Distribution List (Standards Committee)	26 Thur	09/14/17	
Revised Chapter 6 Review Comments Due	Distribution List (Standards Committee)	25 Wed	09/20/17	
Meeting to Approve Chapter 6 and Look Ahead to Chapter 7	Standards Committee	25 Thur	09/21/17	
Begin Chapter 7	Janet Mayer	25 Fri	09/22/17	
Chapter 7 Review	Distribution List (Standards Committee)	23 Thur	10/05/17	
Chapter 7 Review Comments Due	Distribution List (Standards Committee)	22 Wed	10/11/17	
Stakeholders Meeting to Discuss Chapter 7	Stakeholders Group	22 Wed	10/11/17	
Meeting to Discuss Chapter 7	Standards Committee	22 Thur	10/12/17	
Begin Chapter 7 Revision	Janet Mayer	22 Fri	10/13/17	
Revised Chapter 7 Review	Distribution List (Standards Committee)	20 Thur	10/26/17	
Revised Chapter 7 Review Comments Due	Distribution List (Standards Committee)	19 Wed	11/01/17	
Meeting to Approve Chapter 7 and Look Ahead to Chapter 8	Standards Committee	19 Thur	11/02/17	
Begin Chapter 8	Janet Mayer	19 Fri	11/03/17	
Chapter 8 Review	Distribution List (Standards Committee)	17 Thur	11/16/17	
Chapter 8 Review Comments Due	Distribution List (Standards Committee)	16 Wed	11/22/17	
Stakeholders Meeting to Discuss Chapter 8	Stakeholders Group	16 Wed	11/22/17	
Meeting to Discuss Chapter 8	Standards Committee	16 Thur	11/23/17	
Begin Chapter 8 Revision	Janet Mayer	16 Fri	11/24/17	
Revised Chapter 8 Review	Distribution List (Standards Committee)	14 Thur	12/07/17	
Revised Chapter 8 Review Comments Due	Distribution List (Standards Committee)	13 Wed	12/13/17	
Meeting to Approve Chapter 8 and Look Ahead to Chapter 9	Standards Committee	13 Thur	12/14/17	
Begin Chapter 9	Janet Mayer	13 Fri	12/15/17	
Chapter 9 Review	Distribution List (Standards Committee)	11 Thur	12/28/17	
Chapter 9 Review Comments Due	Distribution List (Standards Committee)	10 Wed	01/03/18	
Stakeholders Meeting to Discuss Chapter 9	Stakeholders Group	10 Wed	01/03/18	
Meeting to Discuss Chapter 9	Distribution List (Standards Committee)	10 Thur	01/04/18	
Begin Chapter 9 Revision	Janet Mayer	10 Fri	01/05/18	
Revised Chapter 9 Review	Distribution List (Standards Committee)	8 Thur	01/18/18	
Revised Chapter 9 Review Comments Due	Distribution List (Standards Committee)	7 Wed	01/24/18	
Meeting to Approve Chapter 9	Standards Committee	7 Thur	01/25/18	
Begin Compilation of Complete Standards	Janet Mayer	7 Fri	01/26/18	
Complete Standards Review	Distribution List (Standards Committee)	5 Thur	02/08/18	
Complete Standards Review Comments Due	Distribution List (Standards Committee)	4 Wed	02/14/18	
Stakeholders Meeting to Discuss Chapter 9	Stakeholders Group	4 Wed	02/14/18	
Meeting to Discuss Compiled Standards	Standards Committee	4 Thur	02/15/18	
Compiled Standards Revision	Janet Mayer	4 Fri	02/16/18	
Revised Compiled Standard Review	Distribution List (Standards Committee)	2 Thur	03/01/18	
Revised Compiled Standards Review Comments Due	Distribution List (Standards Committee)	1 Wed	03/07/18	
Meeting to Approve Compiled Standards	Standards Committee	1 Thur	03/08/18	
Final Standards Complete		0 Thur	03/15/18	
Standards Completion Date <u>03/15/18</u>				