

Schedule for SeaTac Standards Development

| Task | Responsible Party | Deadline Date | Done |
|--|---|---------------|------|
| Research Comparable Agency's Standards | Janet Mayer | 10/28/16 | ✓ |
| Develop Template | Janet Mayer | 11/18/16 | ✓ |
| Template Review | Distribution List (Standards Committee) | 12/09/16 | ✓ |
| Template Review Comments Due | Distribution List (Standards Committee) | 12/16/16 | ✓ |
| Meeting to Discuss Template | Standards Committee | 12/16/16 | ✓ |
| Template Revision | Janet Mayer | 12/16/16 | ✓ |
| Revised Template Review | Distribution List (Standards Committee) | 12/23/16 | ✓ |
| Revised Template Review Comments Due | Distribution List (Standards Committee) | 01/04/17 | ✓ |
| Meeting to Approve Template and to Look Ahead to Chapter 1 | Standards Committee | 01/05/17 | ✓ |
| Begin Chapter 1 | Janet Mayer | 01/06/17 | ✓ |
| T&PW Meeting - Discuss Standards Development | T&PW Committee | 01/19/17 | ✓ |
| Begin Forming Stakeholders Group | Standards Committee | 01/20/17 | ✓ |
| Chapter 1 Review | Distribution List (Standards Committee) | 01/26/17 | ✓ |
| Chapter 1 Review Comments Due | Distribution List (Standards Committee) | 02/01/17 | ✓ |
| Stakeholders Group Kickoff | Stakeholders Group | 02/01/17 | ✓ |
| Meeting to Discuss Chapter 1 | Standards Committee | 02/02/17 | ✓ |
| Begin Chapter 1 Revision | Janet Mayer | 02/03/17 | ✓ |
| Revised Chapter 1 Review | Distribution List (Standards Committee) | 02/16/17 | ✓ |
| Revised Chapter 1 Review Comments Due | Distribution List (Standards Committee) | 02/21/17 | ✓ |
| Stakeholders Meeting to Discuss Chapter 1 | Stakeholders Group | 02/22/17 | ✓ |
| Meeting to Approve Chapter 1 and Look Ahead to Chapter 2 | Standards Committee | 02/23/17 | ✓ |
| Begin Chapter 2 | Janet Mayer | 02/24/17 | ✓ |
| Chapter 2 Review | Distribution List (Standards Committee) | 03/09/17 | ✓ |
| Chapter 2 Review Comments Due | Distribution List (Standards Committee) | 03/15/17 | ✓ |
| Stakeholders Meeting to Discuss Chapter 2 | Stakeholders Group | 03/15/17 | ✓ |
| Meeting to Discuss Chapter 2 | Standards Committee | 03/17/17 | ✓ |
| Begin Chapter 2 Revision | Janet Mayer | 03/17/17 | ✓ |
| Revised Chapter 2 Review | Distribution List (Standards Committee) | 03/30/17 | ✓ |
| Revised Chapter 2 Review Comments Due | Distribution List (Standards Committee) | 04/05/17 | ✓ |
| Meeting to Approve Chapter 2 and Look Ahead to Chapter 3 | Standards Committee | 04/07/17 | ✓ |
| Begin Chapter 3 | Janet Mayer | 04/07/17 | ✓ |
| Chapter 3 Review | Distribution List (Standards Committee) | 04/17/17 | ✓ |
| Chapter 3 Review Comments Due | Distribution List (Standards Committee) | 04/24/17 | ✓ |
| Stakeholders Meeting to Discuss Chapter 3 | Stakeholders Group | 04/25/17 | ✓ |
| Meeting to Discuss Chapter 3 | Standards Committee | 04/27/17 | ✓ |
| Begin Chapter 3 Revision | Janet Mayer | 04/28/17 | ✓ |
| Revised Chapter 3 Review | Distribution List (Standards Committee) | 05/11/17 | ✓ |
| Revised Chapter 3 Review Comments Due | Distribution List (Standards Committee) | 05/17/17 | ✓ |
| Meeting to Approve Chapter 3 and Look Ahead to Chapter 4 | Standards Committee | 05/18/17 | ✓ |
| Begin Chapter 4 | Janet Mayer | 05/19/17 | ✓ |
| Chapter 4 Review | Distribution List (Standards Committee) | 06/01/17 | ✓ |
| Chapter 4 Review Comments Due | Distribution List (Standards Committee) | 06/07/17 | ✓ |
| Stakeholders Meeting to Discuss Chapter 4 | Stakeholders Group | 06/07/17 | ✓ |
| Meeting to Discuss Chapter 4 | Standards Committee | 06/08/17 | ✓ |
| Begin Chapter 4 Revision | Janet Mayer | 06/09/17 | ✓ |
| Revised Chapter 4 Review | Distribution List (Standards Committee) | 06/22/17 | ✓ |
| Revised Chapter 4 Review Comments Due | Distribution List (Standards Committee) | 06/28/17 | ✓ |
| Meeting to Approve Chapter 4 and Look Ahead to Chapter 5 | Standards Committee | 06/29/17 | ✓ |
| Begin Chapter 5 | Janet Mayer | 06/30/17 | ✓ |
| Chapter 5 Review | Distribution List (Standards Committee) | 07/13/17 | ✓ |
| Chapter 5 Review Comments Due | Distribution List (Standards Committee) | 07/19/17 | ✓ |
| Stakeholders Meeting to Discuss Chapter 5 | Stakeholders Group | 07/19/17 | ✓ |
| Meeting to Discuss Chapter 5 | Standards Committee | 07/20/17 | ✓ |
| Begin Chapter 5 Revision | Janet Mayer | 07/21/17 | ✓ |
| Revised Chapter 5 Review | Distribution List (Standards Committee) | 08/01/17 | ✓ |
| Revised Chapter 5 Review Comments Due | Distribution List (Standards Committee) | 08/09/17 | ✓ |
| Meeting to Approve Chapter 5 and Look Ahead to Chapter 6 | Standards Committee | 08/10/17 | ✓ |
| Begin Chapter 6 | Janet Mayer | 08/11/17 | ✓ |
| Chapter 6 Review | Distribution List (Standards Committee) | 08/24/17 | ✓ |
| Chapter 6 Review Comments Due | Distribution List (Standards Committee) | 08/30/17 | ✓ |
| Stakeholders Meeting to Discuss Chapter 6 | Stakeholders Group | 08/30/17 | ✓ |
| Meeting to Discuss Chapter 6 | Standards Committee | 08/31/17 | ✓ |
| Begin Chapter 6 Revision | Janet Mayer | 09/01/17 | ✓ |
| Revised Chapter 6 Review | Distribution List (Standards Committee) | 09/01/17 | ✓ |
| Revised Chapter 6 Review Comments Due | Distribution List (Standards Committee) | 09/20/17 | ✓ |
| Meeting to Approve Chapter 6 and Look Ahead to Chapter 7 | Standards Committee | 09/21/17 | ✓ |
| Begin Chapter 7 | Janet Mayer | 09/22/17 | ✓ |
| Chapter 7 Review | Distribution List (Standards Committee) | 10/05/17 | ✓ |
| Chapter 7 Review Comments Due | Distribution List (Standards Committee) | 10/11/17 | ✓ |
| Stakeholders Meeting to Discuss Chapter 7 | Stakeholders Group | 10/11/17 | ✓ |
| Meeting to Discuss Chapter 7 | Standards Committee | 10/12/17 | ✓ |
| Begin Chapter 7 Revision | Janet Mayer | 10/13/17 | ✓ |
| Revised Chapter 7 Review | Distribution List (Standards Committee) | 11/02/17 | ✓ |
| Revised Chapter 7 Review Comments Due | Distribution List (Standards Committee) | 11/08/17 | ✓ |
| Meeting to Approve Chapter 7 and Look Ahead to Chapter 8 | Standards Committee | 11/09/17 | ✓ |
| Begin Chapter 8 | Janet Mayer | 11/10/17 | ✓ |
| Chapter 8 Review | Distribution List (Standards Committee) | 11/23/17 | ✓ |
| Chapter 8 Review Comments Due | Distribution List (Standards Committee) | 11/29/17 | ✓ |
| Stakeholders Meeting to Discuss Chapter 8 | Stakeholders Group | 11/29/17 | ✓ |
| Meeting to Discuss Chapter 8 | Standards Committee | 11/30/17 | ✓ |
| Begin Chapter 8 Revision | Janet Mayer | 12/01/17 | ✓ |

| Task | Responsible Party | Deadline Date | Done |
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| Revised Chapter 8 Review | Distribution List (Standards Committee) | 12/14/17 | ✓ |
| Revised Chapter 8 Review Comments Due | Distribution List (Standards Committee) | 12/20/17 | ✓ |
| Meeting to Approve Chapter 8 and Look Ahead to Chapter 9 | Standards Committee | 12/21/17 | ✓ |
| Begin Chapter 9 | Janet Mayer | 01/08/18 | |
| Chapter 9 Review | Distribution List (Standards Committee) | 01/22/18 | |
| Chapter 9 Review Comments Due | Distribution List (Standards Committee) | 01/30/18 | |
| Stakeholders Meeting to Discuss Chapter 9 | Stakeholders Group | 01/31/18 | |
| Meeting to Discuss Chapter 9 | Standards Committee | 02/01/18 | |
| Begin Chapter 9 Revision | Janet Mayer | 02/05/18 | |
| Revised Chapter 9 Review | Distribution List (Standards Committee) | 02/19/18 | |
| Revised Chapter 9 Review Comments Due | Distribution List (Standards Committee) | 02/27/18 | |
| Meeting to Approve Chapter 9 | Standards Committee | 03/01/18 | |
| Begin Chapter 7 Second Rewrite | Janet Mayer | 03/05/18 | |
| Chapter 7 Second Rewrite Review | Distribution List (Standards Committee) | 03/16/18 | |
| Chapter 7 Second Rewrite Review Comments Due | Distribution List (Standards Committee) | 03/27/18 | |
| Stakeholders Meeting to Discuss Chapter 7 Second Rewrite | Stakeholders Group | 03/28/18 | |
| Meeting to Discuss Chapter 7 Second Rewrite | Standards Committee | 03/29/18 | |
| Begin Chapter 7 Second Rewrite Revision | Janet Mayer | 04/02/18 | |
| Chapter 7 Second Rewrite Revision Review | Distribution List (Standards Committee) | 04/16/18 | |
| Chapter 7 Second Rewrite Revision Review Comments Due | Distribution List (Standards Committee) | 04/24/18 | |
| Meeting to approve Chapter 7 Second Rewrite | Standards Committee | 04/27/18 | |
| Begin Chapter 8 Second Rewrite | Janet Mayer | 04/30/18 | |
| Chapter 8 Second Rewrite Review | Distribution List (Standards Committee) | 05/14/18 | |
| Chapter 8 Second Rewrite Review Comments Due | Distribution List (Standards Committee) | 05/22/18 | |
| Stakeholders Meeting to Discuss Chapter 8 Second Rewrite | Stakeholders Group | 05/23/18 | |
| Meeting to Discuss Chapter 8 Second Rewrite | Standards Committee | 05/24/18 | |
| Begin Chapter 8 Second Rewrite Revision | Janet Mayer | 05/28/18 | |
| Chapter 8 Second Rewrite Revision Review | Distribution List (Standards Committee) | 06/06/18 | |
| Chapter 8 Second Rewrite Revision Review Comments Due | Distribution List (Standards Committee) | 06/12/18 | |
| Meeting to approve Chapter 8 Second Rewrite | Standards Committee | 06/13/18 | |
| Chapter 1 Revisit | Distribution List (Standards Committee) | 06/18/18 | |
| Chapter 1 Revisit - Comments Due | Distribution List (Standards Committee) | 06/25/18 | |
| Chapter 1 Revisit - Stakeholders Review | Stakeholders Group | 06/27/18 | |
| Chapter 1 Revisit - Standards Committee Review | Standards Committee | 06/28/18 | |
| Finalize Chapter 1 | Janet Mayer | 06/29/18 | |
| Chapter 2 Revisit | Distribution List (Standards Committee) | 07/02/18 | |
| Chapter 2 Revisit - Comments Due | Distribution List (Standards Committee) | 07/10/18 | |
| Chapter 2 Revisit - Stakeholders Review | Stakeholders Group | 07/11/18 | |
| Chapter 2 Revisit - Standards Committee Review | Standards Committee | 07/12/18 | |
| Finalize Chapter 2 | Janet Mayer | 07/13/18 | |
| Chapter 3 Revisit | Distribution List (Standards Committee) | 07/16/18 | |
| Chapter 3 Revisit - Comments Due | Distribution List (Standards Committee) | 07/24/18 | |
| Chapter 3 Revisit - Stakeholders Review | Stakeholders Group | 07/25/18 | |
| Chapter 3 Revisit - Standards Committee Review | Standards Committee | 07/26/18 | |
| Finalize Chapter 3 | Janet Mayer | 07/27/18 | |
| Chapter 4 Revisit | Distribution List (Standards Committee) | 07/30/18 | |
| Chapter 4 Revisit - Comments Due | Distribution List (Standards Committee) | 08/07/18 | |
| Chapter 4 Revisit - Stakeholders Review | Stakeholders Group | 08/08/18 | |
| Chapter 4 Revisit - Standards Committee Review | Standards Committee | 08/09/18 | |
| Finalize Chapter 4 | Janet Mayer | 08/10/18 | |
| Chapter 5 Revisit | Distribution List (Standards Committee) | 08/13/18 | |
| Chapter 5 Revisit - Comments Due | Distribution List (Standards Committee) | 08/21/18 | |
| Chapter 5 Revisit - Stakeholders Review | Stakeholders Group | 08/22/18 | |
| Chapter 5 Revisit - Standards Committee Review | Standards Committee | 08/23/18 | |
| Finalize Chapter 5 | Janet Mayer | 08/24/18 | |
| Chapter 6 Revisit | Distribution List (Standards Committee) | 08/27/18 | |
| Chapter 6 Revisit - Comments Due | Distribution List (Standards Committee) | 09/04/18 | |
| Chapter 6 Revisit - Stakeholders Review | Stakeholders Group | 09/05/18 | |
| Chapter 6 Revisit - Standards Committee Review | Standards Committee | 09/06/18 | |
| Finalize Chapter 6 | Janet Mayer | 09/07/18 | |
| Chapter 7 Revisit | Distribution List (Standards Committee) | 09/10/18 | |
| Chapter 7 Revisit - Comments Due | Distribution List (Standards Committee) | 09/18/18 | |
| Chapter 7 Revisit - Stakeholders Review | Stakeholders Group | 09/19/18 | |
| Chapter 7 Revisit - Standards Committee Review | Standards Committee | 09/20/18 | |
| Finalize Chapter 7 | Janet Mayer | 09/21/18 | |
| Chapter 8 Revisit | Distribution List (Standards Committee) | 09/24/18 | |
| Chapter 8 Revisit - Comments Due | Distribution List (Standards Committee) | 10/02/18 | |
| Chapter 8 Revisit - Stakeholders Review | Stakeholders Group | 10/03/18 | |
| Chapter 8 Revisit - Standards Committee Review | Standards Committee | 10/04/18 | |
| Finalize Chapter 8 | Janet Mayer | 10/05/18 | |
| Chapter 9 Revisit | Distribution List (Standards Committee) | 10/08/18 | |
| Chapter 9 Revisit - Comments Due | Distribution List (Standards Committee) | 10/16/18 | |
| Chapter 9 Revisit - Stakeholders Review | Stakeholders Group | 10/17/18 | |
| Chapter 9 Revisit - Standards Committee Review | Standards Committee | 10/18/18 | |
| Finalize Chapter 9 | Janet Mayer | 10/19/18 | |
| Review Compiled Standards | Distribution List (Standards Committee) | 10/22/18 | |
| Compiled Standards Review Comments Due | Distribution List (Standards Committee) | 11/06/18 | |
| Compiled Stakeholders Review | Stakeholders Group | 11/07/18 | |
| Compiled Standards Committee Review | Standards Committee | 11/08/18 | |
| Finalize Compiled Standards | Janet Mayer | 11/09/18 | |