Program Standards Committee Work Plan 2016-2018

		2016						2017												2018			
Task	**Responsible Person**	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4
Develop Committee Roster and provide to Executive Board for approval	Angie, Amanda, Joyce																						
Develop work plan	Angie, Amanda, Joyce																						
Write and submit committee report to Executive Board	Angie, Amanda, Joyce																						
Verbal report to the Executive Board	Angie																						
Initial committee meeting & development of subcommittees for each issue	Angie, Amanda, Joyce																						
Subcommittee progress check-in	Angie, Amanda, Joyce																						
Develop prospective Committee Issues	Angie, Amanda, Joyce																	10					
Revised final reports and issues due to Issue Chairs	Angie, Amanda, Joyce																	30					
Online Issue submission	Angie, Amanda, Joyce																			12			
Full committee meetings	Angie, Amanda, Joyce																						
Issue 2016 II-009 PSC 3 - Recommendations from Issue 2014 II-005																							
Develop subcommittee roster & submit to PSC chair	Andre Pierce/Joyce Theard																						
Subcommittee meetings	Andre Pierce/Joyce Theard																						
progress reports to PSC chair	Andre Pierce/Joyce Theard																						
final report to PSC chair	Andre Pierce/Joyce Theard																						
Charge 1 specific tasks	Andre Pierce/Joyce Theard																						
Charge 2 specific tasks	Andre Pierce/Joyce Theard																						
Charge 3 specific tasks	Andre Pierce/Joyce Theard																						
Develop issues for 2018 CFP & submit to PSC chair	Andre Pierce/Joyce Theard																						
Issue 2016 II-015 CFSRP 2 Reassign Charges to the Program Standards																							
Develop subcommittee roster & submit to PSC chair	David Read/Rick Akin																						
Subcommittee meetings	David Read/Rick Akin																						
progress reports to PSC chair	David Read/Rick Akin																						
final report to PSC chair	David Read/Rick Akin																						
Charge 1 specific tasks	David Read/Rick Akin																						
Charge 2 specific tasks	David Read/Rick Akin																						
Charge 3 specific tasks	David Read/Rick Akin																						
Develop issues for 2018 CFP & submit to PSC chair	David Read/Rick Akin																						
Issue 2016-018 IFITC 3 Reassign Charges to Program Standards Committee																							
Develop subcommittee roster & submit to PSC chair	Michael Roberson/James Mack																						
Subcommittee meetings	Michael Roberson/James Mack																						
progress reports to PSC chair	Michael Roberson/James Mack																						
final report to PSC chair	Michael Roberson/James Mack																						
Charge 1 specific tasks	Michael Roberson/James Mack																						
Charge 2 specific tasks	Michael Roberson/James Mack																						
Charge 3 specific tasks	Michael Roberson/James Mack																						
Develop issues for 2018 CFP & submit to PSC chair	Michael Roberson/James Mack																						

Issue 2016 II-020 Reevaluation of FDA VNRFRP Standard 8																								
Develop subcommittee roster & submit to PSC chair	Michael Schaffer, David Lawrence																							
Subcommittee meetings	Michael Schaffer, David Lawrence																							
progress reports to PSC chair	Michael Schaffer, David Lawrence																							
final report to PSC chair	Michael Schaffer, David Lawrence																							
Charge 1 specific tasks	Michael Schaffer, David Lawrence																							
Develop issues for 2018 CFP & submit to PSC chair	Michael Schaffer, David Lawrence																							
Retail Program Standards special session 2018 CFP																								
Topics developed	all																							
Agenda finalized	all																							
Speakers contacted	all																							
Power Point presentation developed and provided to CFP Executive Director for posting on the CFP web-site	Amanda Douglas/all																							
A/V needs for session submitted to CFP Executive Director	Amanda Douglas																							
Progress report to PSC chair	Amanda Douglas																							