

## **2017 Work Schedule & MCCC Annual Report Timeline June to November**

### **June**

- Outline and write Table of Contents based on Steering Committee recommendations
- Begin drafting Report (particularly parts that are fairly standard/background, etc)
- 6/21 Commission Meeting - review timeline for report writing
- 6/22 Steering Committee discussion on recommendations for Report & general Table of Contents; finalize report writing timeline

### **July**

- Template to State Agencies and organizational meeting (for agencies)
- 7/27 Steering Committee - Solicit report recommendations from Working Groups

### **August**

- State Agencies Staff Call to check in on reports
- 8/24 Steering Committee - Review outline of report, Working Group Chairs discuss expected recommendations

### **September**

- First week of September - receive final working group recommendations for the report
- First draft of report - in progress with working groups, done except for adding WG recommendations
- 9/14 - State Agency Reports Due to MDE; shared with Steering Committee
- 9/20 Commission Meeting - Review outline and recommendations with full MCCC
- Incorporate feedback into the report
- Working Groups review main points of report at their respective meetings (into October)

### **October**

- 10/4 share draft report by email
- 10/18 Commission Meeting - review draft report
- 10/26 Steering Committee - deliver final draft report
- Conduct phone conferences with working groups to update on any changes
- Finalize Draft Report & Share for review before final vote

### **November**

- 11/1 - Final vote on Report at full meeting
- 11/15 - Final Report due