

Chairholders' Document Development Process Checklist



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<p>For simplicity, the term “members” is used to include <u>all</u> of a DDC, SC, or WG’s respective members, reviewers, secretaries, and advisors.</p>		
<p>PRE-INAUGURAL MEETING ACTIVITIES ARE COMPLETED</p>		
<p>Task</p>	<p>Complete</p>	<p>Notes</p>
<p>Members are selected from the Call for Volunteers roster. NOTE: Members are selected by the chairholder and vice-chairholder and approved by the Consensus Council.</p>		
<p>An orientation call can be scheduled and conducted, if desired and time permitting.</p>		
<p>The inaugural meeting is scheduled.</p>		
<p>CLSI meeting registration is completed.</p>		
<p>Travel arrangements are made _____Hotel _____Air</p>		
<p>Pre-inaugural meeting preparation is performed.</p>		
<p>Inaugural Meeting Tip - Preparation</p>		
<ul style="list-style-type: none"> • Read through the Inaugural Meeting portion of this Chairholder’s Checklist (below) a few times to become comfortable with the flow of the meeting’s actions. • Ask the assigned project manager to suggest the inaugural meeting agenda timings based on previous experience; these can be adjusted, but are a place to start. • Follow the Inaugural Meeting activities below as the meeting progresses. 		
<p>INAUGURAL FACE-TO-FACE MEETING IS CONDUCTED</p>		
<p>Task</p>	<p>Complete</p>	<p>Notes</p>
<p>Welcome and introductions are made.</p>		
<p>Agenda is reviewed and approved.</p>		
<p>Document scope from proposal is verified.</p>		
<p>Process flow chart is developed and/or refined. - OR -</p>		
<p>Document outline is developed <i>in lieu</i> of a flow chart. (NOTE: A flow chart is preferred.)</p>		
<p>Content for each flow chart box or outline section is brainstormed.</p>		
<p>Brainstormed content of each box or section is aligned in the order of information flow.</p>		
<p>Ideas for useful figures and appendixes for each box or section are brainstormed.</p>		
<p>NEW DOCUMENTS Preliminary chapter and section numbers are assigned to flow chart boxes or outline.</p>		
<p>REVISED DOCUMENTS</p> <ul style="list-style-type: none"> • Preliminary chapter and section numbers are assigned to flow chart boxes or outline. • Each text section and appendix from the existing document is sorted to its respective place in the flowchart or outline. NOTE: These may or may not be retained, but at least all information is considered. 		

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INAUGURAL FACE-TO-FACE MEETING IS CONDUCTED (Continued)		
Task	Complete	Notes
Members are recruited to draft chapter and subchapter content.		
A leader is solicited or assigned for each writing team.		
Chairholder is responsible for the content of the: <ul style="list-style-type: none"> • Tagline • Abstract • Non-boilerplate Foreword text • Introduction • Scope • Any agreed-to content section(s) • Conclusion NOTE: Writers can be solicited but the chairholder is responsible for the content and completion.		
The <i>Essential Instructions for Writing CLSI Documents</i> (available on the CLSI website) is overviewed. NOTE: This activity is essential so authors can properly develop Committee Draft text.		
The CLSI electronic communication portal is explained by the project manager.		
The deadline for submission of the initial writing assignment is set. NOTE: To maintain the document development timeline, the Consensus Council urges no more than 6 weeks for initial submissions.		
Dates, days, and times of monthly follow-up web conferences are set.		
Inaugural Meetings Tips - Conducting		
<ul style="list-style-type: none"> • Start the inaugural meeting on time to reward those who made the effort. Do not backtrack to fill in latecomers. • Schedule all web conferences for 90 minutes and plan to review several sections at each call. 		
Task	Complete	Notes
The inaugural meeting is adjourned. NOTE: Remind all writers to: <ul style="list-style-type: none"> • Complete their respective assignments on time. • Follow the <i>Essential Instructions for Writing CLSI Documents</i>. • Attend the web conferences. 		
Inaugural Meetings Tips - Completing		
When it looks like the inaugural meeting agenda can’t be completed, then—at a minimum: <ul style="list-style-type: none"> • Reach consensus on the flow chart (or outline). • Identify the writing teams, their assignments, and the first draft submission timeline. • Set the conference call schedule. 		

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INAUGURAL MEETING SUMMARY MINUTES ARE PREPARED WITH ANY FOLLOW-UP		
Task	Complete	Notes
Inaugural meeting draft summary minutes are reviewed, revised as needed, and returned to the project manager within 7 days, or sooner. NOTE: The minutes contains a table with section numbers, volunteer writer(s), and due dates. Completion dates are added by the project manager as submissions are received.		
If needed, a poll for a follow-up web conference date for those not attending the inaugural meeting is sent by the project manager.		
The follow-up web conference is scheduled and conducted, pending need and availability. NOTE: Writers are solicited from those not at inaugural meeting.		
COMMITTEE DRAFT IS DEVELOPED: BEFORE THE FIRST CONFERENCE CALL		
Task	Complete	Notes
Writing section(s) are drafted following the <i>Essential Instructions for Writing CLSI Documents</i> and are submitted.		
Writing Submissions Tip		
When writing submissions do not align with the <i>Essential Instructions for Writing CLSI Documents</i> , the following actions will reduce your editing time later:		
<ul style="list-style-type: none"> • Thank the writer for submitting the assignment. • Ask the writer to revise the submission following the <i>Essential Instructions for Writing CLSI Documents</i> (downloadable from the CLSI website). • Agree on a new deadline for return of the revised submission. 		
Task	Complete	Notes
The chairholder and project manager track content submissions by deadline.		
Tracking Submissions Tip		
<ul style="list-style-type: none"> • You can request the project manager to send reminder e-mails 2 weeks and 1 week before the deadline. • When writing assignments have not been received by the agreed-upon timeline: <ul style="list-style-type: none"> – Contact the writer(s) to inquire about their progress and ability to meet the deadline. – Identify any obstacle(s) to meeting the deadline and remove by, eg, reassigning a writer, finding a new leader for the writing team, finding another person or team who can meet the deadline, etc. – Adjust the schedule accordingly. 		
Task	Complete	Notes
The first compilation of text is sent by the project manager to the chairholder and vice-chairholder for review before the first web conference.		
Web Conference Tip - Preparation		
When you cannot attend a conference call:		
<ul style="list-style-type: none"> • Contact the vice-chairholder right away to ensure his/her availability to conduct the call. • Notify the project manager. • Advise the vice-chairholder of any pending or problematic issues and agree on the approach to resolve. 		

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OMMITTEE DRAFT IS DEVELOPED: BEFORE THE FIRST CONFERENCE CALL (Continued)		
Task	Complete	Notes
Section(s) that will be discussed on the web conference are posted by the project manager at least 10 days before the conference. NOTE: The posting includes the statement that: “Participants are to review the section(s) before the conference and prepare comments to share during the conference.”		
3 to 5 days before the conference, the project manager is asked to send a reminder asking participants to be prepared to comment on the section(s) scheduled for discussion either during the call or by submitting their comments in writing before the call.		
COMMITTEE DRAFT IS DEVELOPED: ON THE CONFERENCE CALLS		
Task	Complete	Notes
First and subsequent web conferences are conducted.		
Web Conference Tips - Conducting		
<ul style="list-style-type: none"> • Start the web conference on time to reward those who made the effort. Do not backtrack to fill in latecomers. • No motions are needed to start or end the meeting or for agreement on any passage. • Motions are only needed for approval of the prior meeting’s summary minutes and the current meeting’s agenda. • When in doubt about whether any other motion is needed, ask the project manager. 		
Web Conference Tip - Expectations		
Announce and emphasize these expectations for web conferences: <ul style="list-style-type: none"> • Members will have read the summary minutes so they know what had been discussed and decided on the previous conference. • Members limit their comments and contributions on the present conference to only the section(s) scheduled for discussion. • When someone tries to backtrack due to his/her lack of participation in previous conferences, or lack of knowledge about previous discussions or decisions, don’t revisit sections that were completed and agreed to before, as this disrupts progress and frustrates the other members. 		
Web Conference Tip - Effectiveness		
These web conferences are most effective when you: <ul style="list-style-type: none"> • Ask participants for only technical and content comments on the section being discussed. When there are no comments, move to the next section. • Do not solicit editorial fixes (grammar, punctuation, etc.) on web conferences; the project manager makes these changes. • Strive to reach consensus on the technical content. • Strive to reach clarity on the content. • Refocus when input strays from the section being discussed. • End every call with a reminder of which writing team(s) will present at the next meeting and the relevant timelines for submission of assignments and comments. 		

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COMMITTEE DRAFT IS DEVELOPED: ON THE CONFERENCE CALLS (Continued)		
Task	Complete	Notes
Web Conference Tips - Disagreements		
<ul style="list-style-type: none"> • When participants disagree about an issue in the section being discussed: <ul style="list-style-type: none"> – Solicit volunteers to draft revised text before the next web conference. – Ensure the team includes those with divergent opinions so that acceptable language can be developed. – Ask the team for a report at the next web conference. • When strong disagreement on a technical issue is preventing consensus and causing delay in completing the document, strive to make the passage less specific or detailed (if possible) to attempt consensus on a more general statement. • When the specifics of a contentious passage are necessary to retain, but consensus about the specifics cannot be achieved: <ul style="list-style-type: none"> – Request assistance from the respective expert panel - OR - – Appoint a team of members from affected constituencies who take the issue offline and draft a proposed solution for the next web conference. (The project manager can schedule a conference call for this team, if needed.) 		
Web Conference Tips - Backtracking		
<ul style="list-style-type: none"> • Although you want to give participants a voice and allow for lively discussion, you are empowered to control the conferences and move forward on the agenda, striving to achieve the timeline. • When a member wants to revisit a previously made decision or discuss the content of an already-completed section, thank the person for his/her input and choose from the following actions: <ul style="list-style-type: none"> – Ask the person to submit a summary of the issue(s) and his/her suggested potential resolution(s) in writing after the call. – Select at least 2 others to review the concern(s) and together decide whether or not to take back to the whole team - OR - call the person and explain why you decline to revisit content that the larger group has already discussed and agreed upon. – Ask the person to enter his/her concern(s) on the comment table provided with the Committee Draft at the review stage; however, this is not preferred because the document could be delayed at this late time if the issue(s) raised is/are major. 		
Web conference summary minutes are reviewed, revised if needed, and posted.		
COMMITTEE DRAFT IS DEVELOPED - POST-CONFERENCE CALLS AND DOCUMENT REVIEW		
Task	Complete	Notes
After all web conferences: <ul style="list-style-type: none"> • Assignments are submitted by the deadline. • Assignments are incorporated by the project manager into the Committee Draft. 		
A decision is made that the Committee Draft is ready for the “one voice” edit.		
The CLSI-templated Committee Draft is received from the project manager and edited into the “one voice” Committee Draft by the chairholder (and vice-chairholder or designee, as needed) following <i>Essential Instructions for Writing CLSI Documents</i> .		
The templated “one voice” Committee Draft is sent to the members for review and comment (using the comment template.)		

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COMMITTEE DRAFT COMMENTS ARE RESOLVED		
Task	Complete	Notes
While the Proposed Draft is in the 60-day voting period, callouts for the InDesign final production document are drafted.		
The collated Committee Draft comment table is received from the project manager.		
Proposed responses are prepared (by the chairholder, and vice-chairholder or designee, as needed) for each committee comment. NOTE 1: You may ask the project manager to respond to comments about editorial issues. NOTE 2: Begin each response with whichever of the following applies: <ul style="list-style-type: none"> • “This change was made.” • “This change was made as modified:” Follow this with the modified text in quotes. • “No change was made.” Follow this with a rationale for why the change was not made. 		
COMMITTEE DRAFT IS REVIEWED BEFORE PROPOSED DRAFT IS PREPARED FOR VOTING		
Task	Complete	Notes
The Committee Draft that includes edits made from responses to Committee Draft comments is received from the project manager.		
NOTE 1: The chairholder and vice-chairholder review activity described below is vital to expediting preparation of the Proposed Draft for vote. Correcting technical and editorial details now prevents many comments submitted with the Proposed Draft vote. NOTE 2: Details of the actions below can be found in the <i>Essential Instructions for Writing CLSI Documents</i> .		
Chairholder and vice-chairholder review the Committee Draft for all of the following:		
<ul style="list-style-type: none"> • Any editor queries on the Committee Draft are answered. 		
<ul style="list-style-type: none"> • Edits made to the Committee Draft from responses to committee comments are correct. 		
<ul style="list-style-type: none"> • “Must,” “shall,” “needs to,” and “should” are properly used throughout. 		
<ul style="list-style-type: none"> • Harmonized terminology is used per database. 		
<ul style="list-style-type: none"> • Terminology is used per area-specific glossary (eg, <i>Quality Glossary</i>, <i>NBS Glossary</i>) where applicable. 		
<ul style="list-style-type: none"> • Process flow chart is present, properly formatted, and complete. 		
<ul style="list-style-type: none"> • Text flows logically (ie, follows the flow chart or outline). 		
<ul style="list-style-type: none"> • Document format follows outline structure; ie, there are at least 2 subdivisions in any given chapter or subchapter (ie, a chapter or subchapter cannot have only one subdivision). 		

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COMMITTEE DRAFT IS REVIEWED BEFORE PROPOSED DRAFT IS PREPARED FOR VOTING (Continued)		
Task	Complete	Notes
<ul style="list-style-type: none"> • Sentence structure: <ul style="list-style-type: none"> – Avoids passive writing. – Is appropriate for content (ie, declarative or imperative used only for procedural steps). – Supports translation (ie, subject-verb-object). – Minimizes prepositional phrases. 		
• Preferred spellings (ie, US English) are used.		
• Colloquialisms are not used.		
• Trade names are not used (or use is properly justified).		
• Single persons are not referred to as plural.		
• People are referred to as “who,” not “that.”		
• Information from published CLSI documents is referenced.		
• Any citation of US or other national requirements is not in the text, but referenced.		
• References are properly cited and are in the correct order.		
• Abbreviations and acronyms are properly cited.		
• Equations are properly cited and achieve correct solution.		
• Units of measure are properly cited.		
<ul style="list-style-type: none"> • Tables and figures are properly constructed and appear in the order and numbering cited in the text. • Tables have titles above the table. • Figures have legends below the figure. 		
• Appendixes are complete, cited in the text, aligned in the order cited in the text, and contain no facility-specific information.		
Reviewed Committee Draft is sent to the project manager for preparation of the Proposed Draft for voting.		
RESPONSES ARE PREPARED TO COMMENTS RECEIVED DURING PROPOSED DRAFT VOTE		
Task	Complete	Notes
Your vote as project chairholder is cast on the Proposed Draft.		
Your personal reminder to vote is sent to members not yet having voted close to the deadline.		
The collated Proposed Draft comment table is received from the project manager.		

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RESPONSES ARE PREPARED TO COMMENTS RECEIVED DURING PROPOSED DRAFT VOTE (Continued)		
Task	Complete	Notes
<p>Proposed responses are prepared for each comment.</p> <p>NOTE 1: You may ask the project manager to respond to comments about editorial issues.</p> <p>NOTE 2: It is the chairholder’s prerogative to:</p> <ul style="list-style-type: none"> • Prepare the comment responses him/herself. • Prepare the comment responses with the vice-chairholder or designate, as desired. • Assign drafting of comment response(s) to the respective writing team leader. <p>NOTE 3: The writer(s) is/are to begin each response with whichever of the following applies:</p> <ul style="list-style-type: none"> • “This change was made.” • “This change was made as modified:” Follow this by the modified text in quotes. • “No change was made.” Follow this by a rationale for why the change was not made. 		
Comment Response Tip - Many Comments		
<ul style="list-style-type: none"> • When there are many comments—or too many to resolve on a conference call—drafting suggested responses to as many comments as possible yourself expedites completion. 		
Task	Complete	Notes
Any proposed comment responses entered by the project manager are verified as correct or edited as needed.		
Comment Response Tip - Disagreement		
<p>When you disagree with a proposed response submitted by the project manager:</p> <ul style="list-style-type: none"> • Using tracked changes, edit the project manager’s comment response to what you think it should be. • Insert a comment bubble and explain why you think the change was needed. 		
Task	Complete	Notes
Proposed comment responses are completed as much as possible within 30 days. NOTE: If needed, a web conference can be scheduled so the team can help complete the comment responses.		
Where needed, writing assignments for significant text edits are made and tracked for completion.		
Comment Responses Tips - Completion		
<ul style="list-style-type: none"> • When the comment table cannot be completed within 30 days: <ul style="list-style-type: none"> – Notify the project manager. – Solicit assistance from the vice-chairholder and members in drafting proposed comment responses. • When it is beyond your technical knowledge to draft the comment response, select from the following actions: <ul style="list-style-type: none"> – Solicit one or more technically knowledgeable persons to help draft an appropriate response. – Ask the writing team that drafted the text to respond to the comment. – Ask the project manager to schedule a conference call to draft a response. 		

RESPONSES ARE PREPARED TO COMMENTS RECEIVED DURING PROPOSED DRAFT VOTE (Continued)		
Comment Response Tip - Completion, continued		
<ul style="list-style-type: none"> • When you disagree with a proposed response prepared by a member, reviewer, or advisor: <ul style="list-style-type: none"> – Draft the response as to what you think it should be. – Insert a comment bubble and explain why you think the change was needed. 		
Task	Complete	Notes
The comment table is completed and returned to the project manager. NOTE: The project manager edits the Proposed Draft based on the responses to comments and sends the edited document and completed comment table to members for their review.		
Any apparent conflicts with proposed comment responses received from members are resolved through consensus. NOTE: The project manager can schedule a conference call, if needed.		
If needed, the expert panel is engaged to help resolve any remaining technical issues.		
When expert panel members raised technical comments that needed resolution, one final review of the edited text in the Final Draft is performed by the chairholder and vice-chairholder or designate before production.		
Any editor queries on the Proposed Draft are answered. NOTE: The chairholder, vice-chairholder and the collective team developing the document is responsible for the technical accuracy of the content that is used to prepare to Final Draft.		
FINAL DRAFT IS PREPARED		
Task	Complete	Notes
Any editor queries on the Final Draft are answered.		