

2013 State of the Program Report

Production Schedule

DATE*	ACTION/ ACTIVITY	DESCRIPTION	WHO RESPONSIBLE	NOTES
Sept 15 (or sooner)	Review	GITs receive text from prior year	Margaret	
Oct	Designing	Collection of images, scope out design, create design	CBP Comm/Margaret	
Nov 1	DEADLINE	GIT TEXT FINAL FINAL	GIT Coord./Chairs	MUST BE FINAL & APPROVED by all in GIT
Nov 7	DEADLINE	1 st draft to leadership for review	Margaret	
Nov 7-13	Editing/ <i>Review</i>	1 st draft review period	CBP Comm/Margaret – w/ CBP Leadership/GITs	
Nov 13	Deadline	1 st draft revisions back to Comm.	CBP Leadership/GITs	
Nov 13-14	Editing	1 st draft revisions	Margaret	
Nov 15	Deadline	2 nd Draft to leadership for review	Margaret	
Nov 15-19	Review	Leadership final review	CBP Leadership (not GITs)	
Nov 19-22	<i>Review / Deadline</i>	Final edits sent, revisions being completed	Leadership & Margaret	
Nov 22	Deadline	FINAL REPORT COMPLETE	CBP Comm	
Nov 25	Printing		CBP Staff	
Nov 28	Release to EC	Advance of EC (Dec 12)	Margaret	

* All deadlines are for Close of Business (COB) on the dates indicated – which means 4p.m.