

NATIONAL ACADEMY OF SCIENCES * NATIONAL RESEARCH COUNCIL

COMMITTEE ON TECHNIQUES FOR THE ENHANCEMENT OF HUMAN PERFORMANCE

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FACSIMILE TRANSMISSION

DATE: March 8, 1995

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TO: [redacted] ORD

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SG1I

MESSAGE: [redacted] Attached are the tasks and rough timelines for an NRC study tailored somewhat to the needs of this project but conceived in terms of a one-year time period. Hope this is helpful.

Dan



NRC Study Process Flow

I Initiate Project

- Write proposal/budgets
- Obtain internal approvals

II Form Committee

- Nomination of Chair, members, and alternatives
- Obtain internal approvals
- Write appointment letters

III Schedule and prepare for meetings

- Develop agendas
- Meeting logistics
- Assemble material for agenda books
- * ● Analyze bias situations
- Conduct meetings (Chair and Study Director)

IV Conduct Site Visits and Briefings

V Prepare commissioned papers and report

- Commission paper writers
- Prepare an outline for papers
- Prepare initial draft of report based on papers
- Committee review draft
- Revisions and edits based on committee comments
- Sign-off by members
- Professional editing

VI Obtain Final Report Approval

- Report sent out to reviewers
- Respond to reviewers with revisions
- Obtain Report Review Committee Approval

VII Publication

* Important to this study.

TIME LINES FOR A ONE YEAR PROJECT

TASKS	TIME LINES												
	0	1 month	2 months	3 months	4 months	5 months	6 months	7 months	8 months	9 months	10 months	11 months	12 months
I	█	█											
II													
III													
Meeting 1			█	█	█								
Meeting 2					█	█	█						
Meeting 3									█	█	█		
IV				█	█	█	█	█	█	█			
V													
VI													
VII													