**Appendix 3**

**Checklist for Project Progress**

Project Title: ……………………………………………………………………………………..

Working Group Chair: ………………………………………..

Board Member: …………………………………………………

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Step/Action | Details | Date | Administrator Approval | Chair/Vice Chair Approval |
| Initial Proposal |  |  |  |  |
| Final Proposal |  |  |  |  |
| Budget |  |  |  |  |
| Working Party Formed |  |  |  |  |
| 6 month report |  |  |  |  |
| 12 month report |  |  |  |  |
| 18 month report |  |  |  |  |
| Final report |  |  |  |  |
| Draft Manuscript |  |  |  |  |
| Final Manuscript |  |  |  |  |
| Board Review |  |  |  |  |
| Corporate Sponsors Review |  |  |  |  |
| Affiliate Societies Review |  |  |  |  |
| Final Board Review |  |  |  |  |
| Journal Selected |  |  |  |  |
| Journal Decision |  |  |  |  |
| Link to Accepted Article |  |  |  |  |
|  |  |  |  |  |
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