

Draft 2017-18 Health/Restoration Summary Report (*Bay Barometer*)

Production Schedule

DATE*	ACTIONS	DESCRIPTION	WHO RESPONSIBLE	NOTES
September 13 – 27	Writing	Development of first draft text	Catherine/Joan/Caitlyn/Rachel/Rebecca	Catherine - Narrative for Indicators; Joan/Rachel/Caitlyn/Rebecca – news items Rachel – Director's message and quotes
September 28	DEADLINE	Review of first draft of text	Rachel	w/ Catherine, Laura
October 1 - 5	Reviewing	CBP Leadership & SMEs	Jim, Carin, Bill, Lucinda, SMEs	Text & data only – no images or design
October 5	DEADLINE	Draft MB presentation due to Laurel	Rachel	
October 8 - 12	Compiling	Compiling edits from CBP Leadership/SMEs	Rachel	w/ Catherine, Laura, Joan, Caitlyn, Rebecca
October 12	DEADLINE	ALL FINAL INDICATOR DATA DUE	Rachel/Laura	All final data/A & M documents due for indicators included in BB
October 16	DEADLINE	Review of second draft of text	Rachel	w/ Catherine and Laura
October 18	DEADLINE	MB Presentation/send to MB for review	Rachel	Text & Data only, no images
October 31	DEADLINE	Issue RFPs	Rachel	For printing
November 2 - 16	Compiling	Image Selections	Will	w/ input from CBP Communications Team
November 2	DEADLINE	Draft Comm WG presentation to Rebecca	Rachel	
November 7	DEADLINE	Comm Workgroup Presentation/send to Comm Workgroup for review/send to final SMEs for review	Rachel	Text & data only, no images
November 16	Compiling	All edits due from MB/Comm Workgroup	Rachel	w/Joan/Catherine/Caitlyn/Laura
November 20	DEADLINE	All text and images due to designer	Rachel	
November 30	DEADLINE	1 st Draft design back	Dave	
December 7	Reviewing	Review of 1 st draft design	Rachel/Laura/Catherine/Comm Team/CBP Leadership	4 – 5 days of review 1 week redesign
December 10	DEADLINE	2 nd Draft design sent to designer	Rachel	Public Release strategy in development
December 14	DEADLINE	2 nd Draft design back	Dave	
December 17	Final Review	Finalize draft	Rachel/Laura/Catherine/Comm Team	
December 17	DEADLINE	Prep final design finals, send to printer	Rachel, Dave	
December 19	Print Proof	Blueline for approval	Rachel, Dave	

December 19 – January 4	Printing		Printer	
January 2	Media	Media Advisory Sent	Rachel	
January 7	Media	Follow-up with reporters	Rachel	
January 8		Public Release		