

October	November	December	January	February	March	April	May
Discovery	Discovery	Discovery/ Development	Development	Development	Development	Development	Delivery
Begin written brief of researched organizations to benchmark	Start a master list of consistent brand design and quality standards (best practices) -Ross/Renee	Complete the master list of consistent brand design and quality standards (best practices) -Ross/Renee -Task force	Launch survey to all areas of the organization	Close survey to all areas of the organization	Create master data base for storing completed data	Writing and editing of final document (internal)	Completion and delivery of the digital Standards of Practice document/file/web-based resource.
Research survey software: Develop a Dropbox plus survey vehicle	Decide on survey software and build survey using Ross' template Open Dropbox Create instructions	Test-Launch survey to all areas of the organization and gather data into Dropbox	Complete survey to all areas of the organization and gather data into Dropbox	Sort and process data into meaningful and succinct inputs	Complete data sorting	Creation of learning aids and checklists/cross-referencing as needed	Training to be provided for immediate users/task force on how to access information
Consider core team and task force membership	Development of calendared meetings with core team and task forces and invitations extended	Meet with core team and task forces to update and receive input (Monthly through May)	Conduct additional interview calls as needed to ensure a clear capture and understanding of submitted data.	Compare data received to best practices obtained through the core team and task forces.	Draft and presentation to core team	External editor review Graphic design work completed	Project review meeting to discuss lessons learned and next steps.