NATIONAL ACADEMY OF SCIENCES * NATIONAL RESEARCH COUNCIL

COMMITTEE ON TECHNIQUES FOR THE ENHANCEMENT
OF HUMAN PERFORMANCE
2101 Constitution Avenue Washington, D.C. 20418

FACSIMILE TRANSMISSION

DATE: March 8, 1995

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TO: [____] ORD

SG1A

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SG1I

MESSAGE: [____] 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. I 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 revisons
- 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											▓	▓	▓