

PRIA Work Product Development and Approval Process

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<input type="checkbox"/>	Develop an idea for study by PRIA.	Background Paper, Best practice or Standard
<input type="checkbox"/>	Complete a PRIA Project Request Form.	
<input type="checkbox"/>	Contact a board member to sponsor the project.	
<input type="checkbox"/>	Complete the PRIA Project Request Form in conjunction with the sponsoring board member; board member will submit the Project Request Form to the full board at the next monthly board call (2 nd Wednesday of the month).	
<input type="checkbox"/>	Await official board approval before initiating the project.	
<input type="checkbox"/>	PROJECT APPROVED.	
<input type="checkbox"/>	Solicit members to work on the project.	This can be done through an article in <i>In Touch</i> or with direct contact with PRIA members that you know are interested in the project. NOTE: PRIA membership, as a regular member, associate member, limited access member or retired member is required for participation on a committee or work project team.
<input type="checkbox"/>	Schedule initial conference call to develop a work plan for the project.	The scheduling should be done in conjunction with the PRIA staff, 919.459.2081, so that meeting dates can be posted to the PRIA calendar on the website. Staff support for the meetings is also available for issuing agenda, contacting committee members (once confirmed) and summarizing discussion.
<input type="checkbox"/>	During work on the project, mark any draft of the Work Product with a watermark saying: DRAFT. The DRAFT mark should appear on every page of a document. The PRIA Copyright Notice, Disclaimer and Evaluation License are also included immediately following the cover page for DRAFT products.	
<input type="checkbox"/>	Determine need for attributions and add to draft.	Attributions policy is found in the PRIA Operating Rules.
<input type="checkbox"/>	Post project drafts on the PRIA Community Discussion Forum for additional input and/or present during work sessions at conferences.	Contact the PRIA staff for assistance, 919.459.2081.
<input type="checkbox"/>	Submit FINAL DRAFT of the work product to the board for posting approval. FINAL DRAFT should be so noted on the official PRIA cover page with the work product.	Your board sponsor will assist with this process.
<input type="checkbox"/>	Post FINAL DRAFT to website for 30-day review and notify membership.	Submit document to PRIA staff for lifting to the website and membership notification
<input type="checkbox"/>	Remove FINAL DRAFT from website following 30-day review period. Make applicable changes to the FINAL DRAFT based on comments submitted.	These changes are undertaken, or not, at the committee or work project team's discretion. Changes require additional board approval or may require a second 30-day comment period.
<input type="checkbox"/>	Send FINAL COPY of the Work Product to Style Committee for review.	Style, grammar, consistency and content will all be reviewed by the Style Committee. Any change to content should be red-lined.
<input type="checkbox"/>	Return Style Committee document to submitting Committee/Work Group.	Be sure the DRAFT watermark is removed; cover sheet is correctly indicating final board approval date.
<input type="checkbox"/>	Submit FINAL COPY to the Board for approval.	
<input type="checkbox"/>	Notify Education Committee group of approval and intent to publish.	Education Committee is responsible for aggregating all educational resources on the website.
<input type="checkbox"/>	Publish FINAL Work Product to PRIA website.	Contact the PRIA staff for assistance, 919.459.2081.
<input type="checkbox"/>	Issue press release. if warranted	PRIA staff drafts for approval.
<input type="checkbox"/>	Notify membership about new work product.	PRIA staff will announce via eNewsletter, <i>In Touch</i> .