# *PRIA Work Product Development and Approval Process Checklist*

❑ **Develop an idea for study by PRIA**
Background Paper, Best Practice, or Standard

❑ **Contact a board member to sponsor the project**

❑ **Complete a 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 (3rd Wednesday of the month). Await official board approval before initiating the project.

❑ **PROJECT APPROVED**

❑ **Solicit members to work on the project**
This can be done through an article in *In Touch* 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.

❑ **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.

❑ **Post project drafts on the PRIA Community Discussion Forum for additional input and/or present drafts during work sessions at conferences**
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. Determine need for attributions and add to draft. Attributions policy is in the PRIA Operating Rules. Contact the PRIA staff for assistance, 919.459.2081.

❑ **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.

❑ **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.

❑ **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.

❑ **Send FINAL COPY of the Work Product to Style Committee for review**
Style, grammar, consistency and content will be reviewed by the Style Committee. Any change to content should be redlined.

❑ **Return Style Committee document to submitting Committee/Work Group**
Be sure the DRAFT watermark is removed and the cover sheet is correctly formatted indicating final board approval date.

❑ **Submit FINAL COPY to the Board for approval**

❑ **Notify Education Committee group of approval and intent to publish**
Education Committee is responsible for aggregating all educational resources on the website.

❑ **Publish FINAL Work Product to PRIA website**
Contact the PRIA staff for assistance, 919.459.2081.

❑ **Issue a press release, if warranted**
PRIA staff drafts the press release for approval.

❑ **Notify membership about the new Work Product**
PRIA staff will announce via eNewsletter, *InTouch*.

Last updated: December 2, 2020