SAMPLE PROJECT IMPLEMENTATION PLAN

**-------------------------------------**

**Project Implementation Plan for Development (or Revision) of**

**ANS-xxx “Insert standard title”**

Background

Address the history of the standard topic and the standard itself. Also address:

Why the standard/revision is needed

Significant industry developments

Industry support for the project

If revision: identify the significant expected changes.

Approach for Development (or Revision) of ANS-xxx

Provide an overview of the intended approach

Standard’s Contents

The (revised) ANS-xxx would:

Detail the expected items to be addressed in the standard

Item 2

Item 3

Working Group Membership

The following persons have volunteered to support this effort.

| **Last Name** | **First Name** | **Position** | **Company** |
| --- | --- | --- | --- |
|  |  | Member, Observer, or Chair |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

(Indicate whether additional members are still needed/desired.)

Schedule:

| **Date****Month/yr.** | **ACTIVITY** |
| --- | --- |
|  | Initial staffing complete |
|  | Kick-off meeting or conference call |
|  | PINS Form to consensus committee for approval  |
|  | Detailed outline of standard |
|  | Assign sections to working group members for drafting |
|  | Initial drafts for working group review |
|  | Working group comment resolution drafts |
|  | Working group approval |
|  | Initiate consensus committee/subcommittee reviews |
|  | Ballot distribution |
|  | Comment resolutions and revised draft to ANS Standards Manager for certification (Date should be 120 days after ballot distribution) |