

Tracking Mechanism

1

Define Request

- Review Team Chairs or Subtopic Rapporteurs to submit written request or work with Staff to formulate request
- Specify need and provide context for request
- Indicate desired response date

2

Tracking Tool

- Request will be logged
- Provides visibility into status of the request
 - Request Owner
 - Requested Date
 - Source of Request
 - Anticipated Completion Date
 - Actual Completion Date

3

Fact Sheet

- Statistics can be aggregated and reported on the Fact Sheet.
Example:
 - # of Requests
 - # of Outstanding Requests
 - # of Completed Requests
 - # Completed by Desired Response Date