

## HM-2020 Working Schedule

**Table 1—Ballot Schedule<sup>1</sup>**

Prod. Group	Tech Subcommittees (TSs) <sup>2</sup>	Ballot Files to COMP Liaison; New & Rewritten Stds. to Pubs	Ballot Open	Ballot Close	Mid-Year Calls (TS Chair Addresses Most Negatives in Adv.)	All Negatives Addressed & Final Ballot Results to Pubs <sup>3</sup>
1	6 TOTAL: 3a, 3b, 3c, 5a, 5b, 5c	9/12	9/17	10/15	10/29–11/15	10/15–12/3 (ballot close to 10 working days after TS call date; see Table 3)
2	6 TOTAL: 4a, 4b, 4c, 4d, 4e, 4f	10/3	10/8	11/5	11/19–12/20	11/5–1/17 (ballot close to 10 working days after TS call date; see Table 3)
3	7 TOTAL: 1a, 1b, 1c, 2a, 2b, 2c, 2d	11/4	11/7	12/12	1/6–1/24	12/12–2/7 (ballot close to 10 working days after TS call date; see Table 3)

**Table 2—Production Schedule<sup>1</sup>**

Prod. Group	TSs	All Negatives Addressed & Final Ballot Results to Pubs <sup>3</sup>	Editorial Done <sup>4</sup>	Tech Review Done	Tech Edits & Layout QC Done	PDF, QC, & Change Bars Done	Pre-Web QC Done; Web Prod Handoff	Ballot Prep Materials Library Avail.	Web Prod. & QC Done; Web-Based Update Released
1	3a, 3b, 3c, 5a, 5b, 5c	10/15–12/3 (ballot close to 10 working days after TS call date; see Table 3)	12/27	1/24	1/31	2/7	2/26	4/13	4/13
2	4a, 4b, 4c, 4d, 4e, 4f	11/5–1/17 (ballot close to 10 working days after TS call date; see Table 3)	2/14	3/13	3/20	3/27	4/10	6/5	6/5
3	1a, 1b, 1c, 2a, 2b, 2c, 2d	12/12–2/7 (ballot close to 10 working days after TS call date; see Table 3)	4/1	4/29	5/6	5/13	6/4	7/31	7/31

<sup>1</sup> Background key: blue for TSs, green for COMP liaison, tan for Pubs staff, and purple for web production team.

<sup>2</sup> TS 5d is not listed in this production schedule because their publications will be stand-alone, not part of the Materials Standards.

<sup>3</sup> TSs with no ballot, reconfirmation ballot only, or no comments to address are encouraged to hand off to Pubs before their mid-year calls so Pubs can get started on global edits.

<sup>4</sup> Within production group, it's first TS handed off, first TS out for tech review unless Pubs staff are notified of schedule constraints.

**Table 3**—Mid-Year Call and Final Ballot Delivery Schedule

Prod. Group	TS	Ballot Load Notes	Consultant Support	Call Date	Handoff Due	Received
1	3a					
	3b					
	3c					
	5a					
	5b					
	5c					
2	4a					
	4b					
	4c					
	4d					
	4e					
	4f					
3	1a					
	1b					
	1c					
	2a					
	2b					
	2c					
	2d					