

## Checklist

## Status

Checklist	Status
<b>I. Proposal and Planning Phase</b>	
Proposed Professional Practice Statement Form to be completed by proposed lead author and submitted to AF staff.	
Proposal to be presented to Professional Practice Committee.	
Proposal to be presented to AF Board of Directors for approval.	
Workgroup members invited by email and assigned a liaison from Professional Practice Committee.	
Hold planning call: Discuss objectives, writing roles, timelines and parameters for document type in conjunction with Professional Practice Committee timeline.	
Authors to agree upon writing assignments, deadlines and document outline	
<b>II. Development Phase</b>	
Authors to begin writing assignments and submit draft according to given timeline	
Revisions to document as needed and deemed necessary by lead author	
Final draft circulated to writing group for sign off prior to internal review	
<b>III. Revisions, Reviews, and Approvals Phase</b>	
Final draft document sent to Professional Practice Committee for review and feedback	
Feedback and suggested edits presented to authors for consideration and incorporation	
Final document sent to Professional Practice committee for approval and submission to AF Board of Directors	
Document submitted for review and approval during BOD call/meeting	
Upon BOD approval, a final draft of the document will be posted on the AF website	
<b>IV. Dissemination and Promotion Phase</b>	
Announce document with link in AF newsletter	

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