



Project Proposal for development of Goods outside Due Process

Part A : Basic Details

Description	Information				
Name of the Working Group					
Working title of the Document					
Project aim					
Project objectives					
QA level identified for the Project					
Reasons behind the QA level chosen					
Explain the quality processes that will be applied in the drafting process, Including involvement of stakeholders external to the WG(if any), exposure period, pilot testing etc					
Project duration					
Review schedule of the deliverable; Date for the next review of the product/Period of validity					
Key contacts	Name	Email	Office Phone	Business Mobile Phone	Organization / SAI
Project Group lead					
Contact person for the Working Group					
Other anticipated project team members (list of names and organisations)	Name	Email	Office Phone	Business Mobile Phone	Organization / SAI

PART B: PROJECT MILESTONES

Stage		Milestones			
1.	Project proposal	Start Date	End Date	Expected Time in Total	Comments
2.	Exposure draft (QA level 1 & 2)	Start Date	End Date	Expected Time in Total	Comments
	Exposure period (QA level 1 & 2) For QA level 1 mandatory 90 days exposure a must.	Start Date	End Date	Time in Total (not negotiable)	Comments
3.	Final version	Start Date	End Date	Expected Time in Total	Comments