

| TSC final report key milestones - DRAFT | 2020 | | | | 2021 |
|---|------|-------|--------|--------|--------|
| | Sept | Oct | Nov | Dec | |
| Final Report | | | | | |
| First draft chapter(s) submitted to staff and other commissioners | | 1-Oct | | | |
| All draft chapters and appendices submitted | | | 2-Nov | | |
| Consensus on findings and recommendations | | | 9-Nov | | |
| Draft report shared with JFO and Tax | | | 16-Nov | | |
| Charts and graphs complete | | | | 16-Dec | |
| Draft shared with stakeholders | | | | 18-Dec | |
| Copyediting complete | | | | | 13-Jan |
| Submit | | | | | 15-Jan |

Details

| | Day of Week | Date | Step |
|--|-------------|-----------|---|
| DRAFT DATES <i>(subject to change)</i> | Friday | 9/11/2020 | Commissioners finish filling in google doc areas that each will be responsible for (col F), what additional testimony, research, analysis, etc. is needed for each section (col E&G), fallback plan if certain elements can't be obtained by needed date, and target date to share with other commissioners and staff (col H) |
| | Monday | 9/14/2020 | 90 min commissioner discussion on education finance -- 20 min to review and revise this draft timeline and google doc, prioritize needed items, flesh out contingencies, and determine if anything can/should be cut |
| | Monday | 9/28/2020 | Testimony from Lauren-Glenn Davitian (PEGS), John McClaughry (consumption tax package), Lori Smith (VT Futures report) |
| | Thursday | 10/1/2020 | Commissioners each submit one draft chapter |
| | Wednesday | 10/7/2020 | Meeting to share feedback on initial chapters, address questions or alignment needs that arise, assign work, and modify/adopt guidelines for remaining chapters (if necessary) |

| | | |
|-----------|------------|---|
| Monday | 11/2/2020 | Revisions to three aforementioned chapters and initial drafts of all remaining chapters shared with staff and other commissioners (Staff to compile unifactchecked version by end of week - 11/6) |
| Monday | 11/9/2020 | Meet to reach consensus on messages/themes/recommendations, adopt edits if needed to be supported by other commissioners, determine/prioritize areas that need further work/development |
| Monday | 11/16/2020 | Draft sent to JFO and Tax for review (response requested by 12/1) and for staff factchecking and style formatting. |
| Monday | 12/7/2020 | Meet to discuss any feedback from staff factchecking and JFO/Tax review; determine implications for findings and recommendations; assign edits and modifications to make by end of week (12/11) |
| Monday | 12/14/2020 | Meet to review edits made by Friday; determine what/if any additional work is needed before sharing with stakeholders |
| Wednesday | 12/16/2020 | Charts and graphs complete |
| Friday | 12/18/2020 | Share draft with other stakeholders (request feedback by 12/31) |
| Monday | 1/4/2021 | Meet to discuss any additional feedback - implications for findings and recommendations |
| Monday | 1/11/2021 | Meet to address any final edits/unresolved items - finalize report, with remaining days for final copyediting and stakeholder announcement/press release, if any (Report is due Friday the 15th) |

Key:
Yellow- Commissioners to submit by this date
Blue - Meeting
Green - Other