

APPROVED STEERING COMMITTEE TIMELINE

2021 Covered Agency Annual Report Timeline			Draft Timeline		
Deliverable	Activity	Actions	Timeframe	Start Date (Monday)	Due Date (Friday)
CA Template and Survey Updates	GDA WG Update FY2020 Template and Survey	GDA WG review and modify FY2020 template for any major revisions.	10 weeks	12-Jul	17-Sep
		Update Survey 123; Refresh Accounts for SAOGI and Agency POCs	8 weeks	20-Sep	12-Nov
	SC Approval of Draft FY2021 Template	Approval of Word template by Steering Committee (in parallel with survey development)	1.5 weeks	14-Oct	22-Oct
	Survey Testing & Training	Agency testing and training for Survey123.	2 weeks	15-Nov	30-Nov
Final Draft Agency Reports	Agencies generate final draft CA Reports using Survey123	Distribute spreadsheet with Survey123 Questions and response options for agency use in survey preparation	4.5 weeks	1-Nov	30-Nov
		Agency POCs populate CA report survey and receive auto generated draft report for use in agency review. Agency POCs can make changes and obtain updated drafts through survey close date. Report content is final at survey close (January 14).	6.5 weeks	2-Dec	14-Jan
	FGDC OS Generates Final Draft CA Report	FGDC OS finalizes CA Report based on final draft from survey output.	3 weeks	18-Jan	4-Feb
CA Final Report	FGDC OS Generates Summary Report	FGDC OS generates the CA Reports Summary Report	3 weeks	7-Feb	25-Feb
GDA Summary Reports	NGAC / FGDC Review and Comment Process	FGDC OS: Distribute Summary Report to NGAC. NGAC: Comments due from NGAC	4 weeks	28-Feb	25-Mar
		FGDC (if requested) and Agencies Respond to NGAC Comments	3 weeks	28-Mar	15-Apr
	Publish Final Summary Reports	FGDC OS publishes final summary report on FGDC.gov	1 week	18-Apr	22-Apr

APPROVED STEERING COMMITTEE TIMELINE

2021 Lead Covered Agency Annual Report Timeline			Draft Timeline		
Deliverable	Activity	Actions	Timeframe	Start Date (Monday)	Due Date (Friday)
LCA Template and Survey Development	NGDA Theme WG Develop and Approve Draft FY2021 Template and Generate Survey	The LCA WG develop the survey questions and responses for the requirements in USC Section 43 Chapter 46 Section 2805 (b)(3) subparagraphs A, B, C and D (reflected in A, B, C, D tables)	12 weeks	12-Jul	7-Oct
		Portfolio team develop Survey 123 content; Establish Accounts for Theme Lead and Agency POCs	4.5 weeks	13-Oct	12-Nov
	SC Approval of Draft FY2021 Template	Approval of Word template by Steering Committee (in parallel with survey development)	1.5 weeks	14-Oct	22-Oct
	Survey Testing & Training	Agency testing and training for Survey123.	2 weeks	15-Nov	30-Nov
Final Draft Agency Reports	Theme Leads Prepare Content & Generate Final Draft LCA Reports using Survey123	Distribute spreadsheet with Survey123 Questions and response options for agency use in survey preparation.	4.5 weeks	1-Nov	30-Nov
		Theme Leads populate LCA report survey and receive auto generated draft report for use in agency review. Theme Leads can make changes and obtain updated drafts through survey close date. Report content is final at survey close (January 14).	6.5 weeks	2-Dec	14-Jan
	FGDC OS Generates Final Draft LCA Report	FGDC OS finalizes LCA Report based on final draft from survey output.	3 weeks	18-Jan	4-Feb
LCA Final Report	FGDC OS Generates Summary Report and Dashboards	FGDC OS generates 1) summary report of LCA Draft Reports, and 2) dashboards for NGAC review	3 weeks	7-Feb	25-Feb
GDA Summary Reports	NGAC / FGDC Review and Comment Process	FGDC OS: Distribute Summary Report to NGAC.	4 weeks	28-Feb	25-Mar
		NGAC: Comments due from NGAC FGDC (if requested) and Agencies Respond to NGAC Comments	3 weeks	28-Mar	15-Apr
	Publish Final Summary Reports	FGDC OS publishes final summary report on FGDC.gov	1 week	18-Apr	22-Apr