

API MPMS STANDARD REVISION GUIDELINE

Work group action plan

API MPMS standard revision - work group action plan

Develop proposed actions for Red File and any deferred ballot items

Establish a draft group and sub-draft groups and DG chair

- Draft group and sub-draft groups resolve and propose changes
- Prepare the revised standard initial draft
- Review and update annexes, tables, forms and figures
- Assemble sections, tables and figures as required
- Submit for draft work group review
- Resolve any comments and prepare document for work group ballot

Work group

- Resolve work group comments
- Prepare and send document for committee ballot
- Resolve ballot comments
- Submit document for API review and publication

Tips:

- Set deadlines for every step
- Draft group should meet weekly for 90 minutes
- Work group meets every other week for 90 minutes