

ACC GuideSM Key Deliverables (Sample)

Sponsor: _____
 Title of the ACC Guide: _____

(Note: The actual due dates will be discussed and finalized immediately after execution of signed agreement. If Sponsor/Author needs to adjust due dates, please alert your Network Liaison and Legal Resources at legalresources@acc.com so a new schedule can be produced.)

<u>Item</u>	<u>Date</u>
1. Sponsor submits to ACC the Topic Proposal Form requesting approval for topic.	TBD (Should be 1-2 weeks after decision to develop the Guide)
2. ACC reviews Topic Proposal and notifies Sponsor of approval (or revision or rejection)	3-4 days
3. Sponsor prepares Outline of the Guide and submits it to ACC	7 – 10 days
4. ACC reviews Outline and circulates to Committee for review/feedback on Outline; provides feedback to Sponsor	1 week
5. Sponsor prepares First Draft and submits to ACC	3-4 weeks
6. Committee reviews First Draft and provides feedback	*** 2 weeks
7. ACC reviews and provides Sponsor with any feedback/edits	Included in step 6
8. Sponsor prepares Final Draft and submits to ACC	3 weeks
9. ACC provides legal and professional editing of the document	2 weeks
10. Sponsor reviews the edits/changes and approves for final publication	1 week
11. ACC incorporates Sponsor’s final edits, if any	2 days
12. ACC Guide is converted by ACC into publication format and completes final round of edits	1-2 weeks
13. ACC publishes the Guide Final Product	1 week
14. ACC promotes the Guide on various channels	Begins immediately after posting online

***Once First Draft is received, all remaining deadlines will be reviewed and confirmed (and adjusted if necessary) by ACC and Sponsor in writing.