

Schedule of Deliverables

The project period will be from August 31, 2011 to March 1, 2012.

October 2011	TWRI provides BBEST with a style sheet to help the report with consistency and the proper format for figures and photos
November 1-December 15, 2011	BBEST sends draft sections of report in Word to TWRI as completed for edits. These drafts sections should be final, except for minor revisions and should already be read and reviewed by the entire BBEST
January 6, 2012	TWRI has all sections edited for consistency and style, and back to BBEST members for their review.
January 13, 2012	Section authors accept/decline TWRI's track changes and send back to TWRI as final sections. TWRI begins compiling sections into full report, editing as needed.
January 20, 2012	TWRI sends entire report in Word to BBEST for entire team to review
January 27, 2012	BBEST sends edited Word document back to TWRI with all questions answered and changes accepted. BBEST sends individual files of all photos and figures to TWRI. THERE SHOULD BE ONLY MINOR CHANGES TO THE REPORT AFTER THIS DATE. TWRI begins formatting the report in InDesign
February 15 2012	TWRI sends draft pdf of Report formatted to BBEST team for format review
February 20, 2012	BBEST sends any minor formatting changes to TWRI
February 22, 2012	Final PDF sent to BBEST and Printer
February 29, 2012	Overnight printed copies to BBEST
March 1, 2012	BBEST submits report electronically to TCEQ, TWDB, TPWD, BBASC, EFAC