

FY14 COMMUNITY SPECIAL BUDGET REQUESTS - STEP by STEP PROCESS

Activity	Dates	Role / Responsibility	Description/Comments
FY14 SO/AC/SG special Budget Kickoff - Submission window open	1/11/2013		
ICANN Finance team to publish Template and Instructions on Community Wiki		ICANN - Finance	
Notification email to all SO/AC leaders		ICANN - Xavier	
Conference call schedule to review and discuss materials and process		ICANN - Maya	
Conference call to Community leaders to kickoff the process		Xavier to lead and all to participate	
Submit FY14 Requests via email to controller@icann.org	From kickoff to April 19th 2013		
FY14 budget template properly filled and submitted to controller@icann.org		SO/AC/SG requestor	
The submission deadline for all budget requests is 4/19/2013	4/19/2013	SO/AC/SG requestor	Incomplete application will be evaluated "As Is" by the submission deadline
The submission deadline for the "Fast Track Request" is 3/22/2013	3/22/2013	SO/AC/SG requestor	Incomplete application will be evaluated "As Is" by the submission deadline
Monitor and review controller mailbox for So/AC/SG budget requests. Review all incoming requests and assign an application number and issue an acknowledgement receipt (email) within 2 business days and assign		ICANN - Finance	
Review application for completeness and post complete request on the community wiki page within 5 business days as a application validation		ICANN - Finance	
Notify requestor with incomplete application within 5 business days with list of missing information.		ICANN - Finance	
Requestor to provide missing information in order to validate the application and resume the process.		SO/AC/SG requestor	
Budget Request Evaluation			
The budget evaluation process begin once the request has been validated (complete application) and posted in the wiki workspace		ICANN - Finance	
Any subsequent exchange of information has to take place on the wiki space for transparency, effectiveness and efficiency purpose		All	
Clarification questions to be asked by ICANN evaluation team on the wiki workspace		ICANN - Evaluation team	
Requestor to provide answer and interact with evaluators on the wiki workspace		SO/AC/SG requestor	
Fast Track Request with an early implementation date (by end of October 2013)			
The submission deadline for the "Fast Track Request" is 3/22/2013	3/22/2013	SO/AC/SG requestor	Request "As Is" by the deadline
Staff to complete evaluation of community requests	4/1/2013	ICANN - Evaluation team	
Finance to submit evaluation recommendation to Board Finance committee for approval	4/7/2013	ICANN - Finance	
Management/Board decision on early Requests for FY14	4/11/2013	BFC	
Publication of FY14 approved request for early implementation on Wiki workspace	4/15/2013	ICANN - Finance	
Requestor to provide draft implementation plan for approved requests	5/1/2013	SO/AC/SG requestor	
ICANN staff to review and finalize implementation plan with SO/AC/SG requestor	5/10/2013	ICANN - Staff Liaison	
Publish approved "Fast Track Request" implementation plan on wiki workspace	5/13/2013	ICANN - Finance	
Regular track Request submission window			
The submission deadline for all budget requests is 4/19/2013	4/19/2013	SO/AC/SG requestor	Request "As Is" by the deadline

Activity	Dates	Role / Responsibility	Description/Comments
Publish Community requests with the FY14 Draft Ops Plan and Budget	5/13/2013	ICANN - Finance	
Additional time for staff and community to interact and provide additional information	5/6/13 to 5/24/13	ICANN - Evaluation team	
Staff to complete evaluation of community requests and make recommendation to Board	5/24/2013 to 6/18/2013	ICANN - Evaluation team	
Publication of FY14 requests with staff evaluation and recommendation on Community Wiki workspace	6/19/2013	ICANN - Finance	
Public Comments Period on FY14 Draft Ops Plan and Budget	5/14 to 6/24/2013		
Board Review and Vote on FY14 draft Ops Plan & Budget including FY14 Community Requests (approved & pending)	6/28/2013	Board	
Requestor to provide draft implementation plan for approved requests	7/19/2013		
ICANN staff to review and finalize implementation plan with SO/AC/SG requestor	8/2/2013		
Publish implementation plan on wiki workspace for all approved budget requests	8/9/2013		
Procurement and disbursement activities related to FY14 requests	5/13/13 to 7/31/14		
Financial Report on FY14 Requests	Quarterly		
Community Leaders report on Requests Deliverables/Metrics	Quarterly		

FY14 Budget Timeline

Task Name	Duration	Start	Finish	Phase
Toronto Meeting	5 days	Sun 10/14/12	Thu 10/18/12	Event
Revise FY14 Planning Process	65 days	Fri 10/19/12	Thu 1/17/13	Phase
Revise FY14 Planning Process	29 days	Fri 10/19/12	Wed 11/28/12	Draft Budget
Community review - FY14 process	1 day	Thu 11/29/12	Thu 11/29/12	Community Review
Finalize FY14 SO/AC/SG Budget Request Process	31 days	Fri 11/30/12	Fri 1/11/13	Special Budget Request
Community review - FY14 SO/AC/SG Budget process	1 day	Thu 1/17/13	Thu 1/17/13	Community Review
FY13 in New Mgmt System	75 days	Tue 10/23/12	Mon 2/4/13	Phase
FY13 Portofolio in Excel	34 days	Tue 10/23/12	Fri 12/7/12	Draft Budget
FY13 Portofolio in AtTask	27 days	Mon 12/10/12	Tue 1/15/13	Draft Budget
BFC Update/Review	11 days	Mon 1/21/13	Mon 2/4/13	Review
Community Review - FY13 Content Overview	11 days	Mon 1/21/13	Mon 2/4/13	Community Review
FY14 Budget Development	49 days	Tue 1/1/13	Fri 3/8/13	Phase
FY14 Revenue Target	11 days	Tue 1/1/13	Tue 1/15/13	Draft Budget
FY14 Draft Budget in Portofolio format	23 days	Wed 1/16/13	Fri 2/15/13	Draft Budget
BFC Update/Review	15 days	Mon 2/18/13	Fri 3/8/13	Review
Community Review - Programs/Projects	15 days	Mon 2/18/13	Fri 3/8/13	Community Review
FY14 Budget Reviews	55 days	Mon 2/18/13	Fri 5/3/13	Phase
Internal Budget Reviews	20 days	Mon 2/18/13	Fri 3/15/13	Draft Budget
Close SO/AC/SG Fast Track Budget request Window	1 day	Fri 3/22/13	Fri 3/22/13	Special Budget Request
Community Review - Draft Budget document	25 days	Mon 3/25/13	Fri 4/26/13	Community Review
Beijing Meeting	5 days	Sun 4/7/13	Thu 4/11/13	Event
Approval of FY14 SO/AC/SG Fast Track Budget requests	1 day	Thu 4/11/13	Thu 4/11/13	Special Budget Request
Close SO/AC/SG Regular track Budget Request Window	1 day	Fri 4/19/13	Fri 4/19/13	Special Budget Request
BFC Review	5 days	Mon 4/29/13	Fri 5/3/13	Review
FY14 Budget Publication	40 days	Mon 5/6/13	Fri 6/28/13	Phase
Finalize Budget Document	6 days	Mon 5/6/13	Sun 5/12/13	Draft Budget
Publish Draft Budget	1 day	Mon 5/13/13	Mon 5/13/13	Draft Budget
Community Budget Review Calls	9 days	Tue 5/14/13	Fri 5/24/13	Draft Budget
Public comments	34 days	Tue 5/14/13	Fri 6/28/13	Draft Budget
Board Review	8 days	Wed 6/19/13	Fri 6/28/13	Draft Budget
Adopt FY14 Budget	0 days	Fri 6/28/13	Fri 6/28/13	Milestone