

From: Alice Jansen <alice.jansen@icann.org>

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To: "N.Ravi Shanker via CCT-Review" <cct-review@icann.org>

Subject: Project management

Dear Review Team Members,

Further to the presentation received from Xavier Calvez in Los Angeles on 22 February (slides available [here](#)), we would like to remind you to please consider appointing a Review Team Member (or Members, as you deem appropriate) to take on project management responsibilities to work along with Staff.

See below an outline of the envisioned duties and tasks that we have assembled to help you identify the desired profile. Please note that the below would be carried out in close collaboration with ICANN staff. These include, and are not limited to:

- Working in conjunction with the RT leadership to define scope, establish milestones to completion and determine resources needs accordingly;
- Ensuring resources (including allocated funds) are adequately used, managed as per the project plan and reported to the CCT RT and to the ICANN Community;
- Being involved in the management of overall Review Team allocated budget, reconciling expenses and reporting to the RT at its plenary sessions the status of the budget;
- Liaising with ICANN Procurement team to provide input to the Request For Proposals (RfP) process, as appropriate;
- Being the point of contact for any budget related questions for the Review Team.

We suggest adding this item to your agenda tomorrow.

Thanks

Best regards

Alice