

Second Security, Stability & Resiliency of the DNS Review Team (SSR2) - Draft Work Plan

At Risk	Task Name	Start Date	End Date	Assigned To	Duration (days)	% Complete	Comments
Assemble Review Team					217	100%	
	Appoint SSR2 Review Team	30-Jun-16	14-Feb-17	SO/AC Leaders	229	100%	See: https://www.icann.org/news/announcement-2-2017-02-14-en
Plan Review					252	73%	
	Determine leadership	17-Feb-17	30-Mar-17	SSR2-RT	41	100%	See: https://www.icann.org/news/announcement-2017-03-30-en
	Determine role of observers	15-Mar-17	13-Jun-17	SSR2-RT	90	100%	Completed on plenary call #15
	Adopt legal docs (Conflict of Interest policy, NDA, Statement of Interest)	1-May-17	19-Sep-17	SSR2-RT	141	75%	SSR2-RT to review updated Legal documents at plenary
	Develop methodology to prioritize issues to be addressed in scope, including validating issues against ICANN Bylaws	15-Mar-17	16-May-17	SSR2-RT	62	100%	Addressed within subteams.
	Adopt a framework that identifies the prioritized focus of the work to be performed by the Review Team (Scope)	15-Mar-17	4-May-17	SSR2-RT	50	100%	
	Adopt and publish Terms of Reference	15-Mar-17	4-May-17	SSR2-RT	50	100%	See: https://community.icann.org/pages/viewpage.action?pageId=64076120&preview=64076120/64948210/SSR2-TermsOfReference-CLEAN%20v4.0%20ET.docx
TRUE	Adopt and publish Workplan	15-Mar-17	4-May-17	SSR2-RT	50	50%	
	Send adopted ToR and Work Plan to ICANN Board	15-Mar-17	11-May-17	SSR2-RT	57	100%	See: https://community.icann.org/display/SSR/Correspondence?preview=60489949/64950107/SSR2-SCrocker-20170511.pdf
	Define Review Team project management roles and responsibilities, including budget management	30-Mar-17	5-May-17	SSR2-RT	36	100%	Confirmed on leadership call 5 May 2017
	Identify need for and deliver a proposal on division of work	15-Mar-17	15-May-17	SSR2-RT	61	100%	See: https://docs.google.com/document/d/1DWoT4VoMIT5Dvcy78EXI-O5tQFqa9CblwsDEV6go51s/edit?usp=sharing
TRUE	Develop and adopt outreach plan	15-Mar-17	3-Nov-17	SSR2-RT	233	30%	Outreach list in development. See https://docs.google.com/document/d/1iql-67lr-EydmPPJzsEeBO98X4jucgpFX3HaL_9Q-hc/edit?usp=sharing
TRUE	Develop and adopt template for findings and recommendations	4-Sep-17	27-Oct-17	SSR2-RT	53	0%	ICANN org to provide a template for Review Team consideration
TRUE	Define structure of subgroups reports	4-Sep-17	27-Oct-17	SSR2-RT	53	0%	ICANN org to provide a template for Review Team consideration
Research and Studies					226	80%	
	Assemble repository of background materials	15-Mar-17	27-Oct-17	ICANN org	226	80%	Available on dedicated wiki page. ICANN organization to continue populating, as requested.
	Identify briefings / data sources needed	15-Mar-17	27-Oct-17	SSR2-RT	226	80%	
	Determine requirements for independent expert(s) and develop Statement of Work	15-Mar-17	27-Oct-17	SSR2-RT	226	80%	Per ICANN RFP process
TRUE	Engage contractor per ICANN RFP Process	22-Aug-17	25-Sep-17	ICANN org/ SSR2-RT	34	0%	
Conduct Review					273	27%	
Subteams							
Subgroup 1 - SSR1						27%	
Administrative Duties						88%	
	Confirm members of the Subteam and determine Rapporteur	15-May-17	24-Jun-17	Subgroup 1	40	100%	
TRUE	Establish mandate, objectives and timeline for the work	15-May-17	29-Sep-17	Subgroup 1	137	80%	
	Determine topics for investigation and validate against ICANN Bylaws	15-May-17	24-Jun-17	Subgroup 1	40	100%	
	Identify briefings/data sources needed	15-May-17	10-Oct-17	Subgroup 1	148	100%	
	Determine requirements for independent expert(s) and develop statement of work	15-May-17	29-Sep-17	Subgroup 1	137	75%	
TRUE	Adopt statement of work and associated work plan	15-May-17	26-Aug-17	Subgroup 1	103	75%	
Workplan Execution						21%	
	Produce Gap analysis outline and present to subteam for input	25-Sep-17	2-Oct-17	External Contractor	7	0%	
	Deliver draft gap analysis report and present to Review Team for input	25-Sep-17	10-Nov-17	External Contractor	46	0%	
	Deliver gap analysis final report and present to Review Team for input	31-Oct-17	12-Dec-17	External Contractor	42	0%	
	Review, analyze and summarize relevant documentation	15-May-17	25-Sep-17	Subgroup 1	133	50%	
	Conduct investigation of identified objectives	15-May-17	25-Sep-17	Subgroup 1	133	50%	
	Conduct relevant interviews as appropriate	15-May-17	25-Sep-17	Subgroup 1	133	50%	
	Draft summary note of key findings	15-May-17	19-Dec-17	Subgroup 1	218	0%	
Prepare Draft Report Section						0%	
	Approve findings	19-Dec-17	31-Dec-17	Subgroup 1	12	0%	

	Assemble draft recommendations using the designated Review Team template	19-Dec-17	10-Jan-18	Subgroup 1	22	0%	
	Cross-check draft recommendations with scope and Bylaws	19-Dec-17	10-Jan-18	Subgroup 1	22	0%	
	Produce subgroup report for subgroup members' approval	19-Dec-17	15-Jan-18	Subgroup 1	27	0%	
	Adopt & Circulate subgroup report to Review Team	15-Jan-18	17-Jan-18	Subgroup 1	2	0%	
	Present subgroup report and proposed recommendations to Review Team	22-Jan-18	24-Jan-18	Subgroup 1	2	0%	SSR2 Brussels Meeting (22-24 January)
	Refine Draft Report Section					0%	
	Incorporate edits suggested by the Review Team, as appropriate	24-Jan-17	12-Feb-18	Subgroup 1	384	0%	
	Subgroup 2 - ICANN SSR					30%	
	Administrative Duties					93%	
	Confirm members of the Subteam and determine Rapporteur	15-May-17	24-Jun-17	Subgroup 2	40	100%	
	Establish mandate, objectives and timeline for the work	15-May-17	12-Sep-17	Subgroup 2	120	100%	Timeline to be finalized on September 12 plenary call
	Determine topics for investigation and validate against ICANN Bylaws	15-May-17	24-Jun-17	Subgroup 2	40	100%	Determined at Johannesburg Face-to-Face meeting
	Identify briefings/data sources needed	15-May-17	10-Oct-17	Subgroup 2	148	80%	
	Determine requirements for independent expert(s) and develop statement of work	15-May-17	10-Oct-17	Subgroup 2	148	80%	
	Adopt statement of work and associated work plan	15-May-17	12-Sep-17	Subgroup 2	120	100%	Work plan to be finalized on September 12 plenary call
	Workplan Execution					25%	
	Review, analyze and summarize relevant documentation	15-May-17	16-Oct-17	Subgroup 2	154	50%	
	Conduct investigation of identified objectives	15-May-17	16-Oct-17	Subgroup 2	154	50%	
	Conduct relevant interviews as appropriate	15-May-17	10-Oct-17	Subgroup 2	148	0%	Interview with ICANN groups (CIO /Engineering, IANA Technical Operations, OCTO, Risk Management, Compliance, COO) requested to be scheduled for face-to-face meeting in LA.
	Draft summary note of key findings	15-May-17	23-Oct-17	Subgroup 2	161	0%	
	Prepare Draft Report Section					0%	
	Pre-approve findings for presentation to Review Team	23-Oct-17	26-Oct-17	Subgroup 2	3	0%	
	Present findings to Review Team	27-Oct-17	3-Nov-17	Subgroup 2	7	0%	Abu Dhabi (ICANN60) Face-to-Face meeting
	Approve findings	3-Nov-17	15-Nov-17	Subgroup 2	12	0%	
	Assemble draft recommendations using the designated Review Team template	15-Nov-17	10-Jan-18	Subgroup 2	56	0%	
	Cross-check draft recommendations with scope and Bylaws	15-Nov-17	10-Jan-18	Subgroup 2	56	0%	
	Produce subgroup report for subgroup members' approval	15-Nov-17	15-Jan-18	Subgroup 2	61	0%	
	Adopt & Circulate subgroup report to Review Team	15-Jan-18	17-Jan-18	Subgroup 2	2	0%	
	Present subgroup report and proposed recommendations to Review Team	22-Jan-18	24-Jan-18	Subgroup 2	2	0%	Brussels Face-to-Face meeting
	Refine Draft Report Section					0%	
	Incorporate edits suggested by the Review Team, as appropriate	24-Jan-18	12-Feb-18	Subgroup 2	19	0%	
	Subgroup 3 - DNS SSR					51%	
	Administrative Duties					90%	
TRUE	Confirm members of the Subteam and determine Rapporteur	15-May-17	24-Jun-17	Subgroup 3	40	100%	
	Establish mandate, objectives and timeline for the work	15-May-17	24-Jun-17	Subgroup 3	40	80%	Mandate and objectives determined at Johannesburg Face-to-Face meeting
	Determine topics for investigation and validate against ICANN Bylaws	15-May-17	24-Jun-17	Subgroup 3	40	100%	Determined at Johannesburg Face-to-Face meeting
	Identify briefings/data sources needed	15-May-17	10-Oct-17	Subgroup 3	148	80%	
	Determine requirements for independent expert(s) and develop statement of work	15-May-17	10-Oct-17	Subgroup 3	148	80%	
	Adopt statement of work and associated work plan	15-May-17	3-Oct-17	Subgroup 3	141	100%	
	Workplan Execution					56%	
	Review, analyze and summarize relevant documentation	15-May-17	16-Oct-17	Subgroup 3	154	75%	
	Conduct investigation of identified objectives	15-May-17	16-Oct-17	Subgroup 3	154	75%	
	Conduct relevant interviews as appropriate	15-May-17	10-Oct-17	Subgroup 3	148	75%	Interview with Kim Davies (14 August 2017)
	Draft summary note of key findings	15-May-17	23-Oct-17	Subgroup 3	161	0%	
	Prepare Draft Report Section					56%	
	Pre-approve findings for presentation to Review Team	23-Oct-17	26-Oct-17	Subgroup 3	3	0%	
	Present findings to Review Team	27-Oct-17	3-Nov-17	Subgroup 3	7	0%	Abu Dhabi (ICANN60) Face-to-Face meeting
	Approve findings	3-Nov-17	15-Nov-17	Subgroup 3	12	0%	
	Assemble draft recommendations using the designated Review Team template	15-Nov-17	10-Jan-18	Subgroup 3	56	0%	
	Cross-check draft recommendations with scope and Bylaws	15-Nov-17	10-Jan-18	Subgroup 3	56	0%	
	Produce subgroup report for subgroup members' approval	15-Nov-17	15-Jan-18	Subgroup 3	61	0%	
	Adopt & Circulate subgroup report to Review Team	15-Jan-18	17-Jan-18	Subgroup 3	2	0%	
	Present subgroup report and proposed recommendations to Review Team	22-Jan-18	24-Jan-18	Subgroup 3	2	0%	Brussels Face-to-Face meeting
	Refine Draft Report Section					0%	

	Incorporate edits suggested by the Review Team, as appropriate	24-Jan-18	12-Feb-18	Subgroup 3	19	0%	
	Subgroup 4 - Future Challenges					10%	
	Administrative Duties					42%	
TRUE	Confirm members of the Subteam and determine Rapporteur	15-May-17	24-Jun-17	Subgroup 4	40	100%	
	Establish mandate, objectives and timeline for the work	15-May-17	22-Sep-17	Subgroup 4	130	50%	Future challenges subgroup to be agenda topic on September 19 plenary call
	Determine topics for investigation and validate against ICANN Bylaws	15-May-17	24-Jul-17	Subgroup 4	70	100%	Determined on subgroup call #1
	Identify briefings/data sources needed	15-May-17	10-Oct-17	Subgroup 4	148	0%	
	Determine requirements for independent expert(s) and develop statement of work	15-May-17	10-Oct-17	Subgroup 4	148	0%	
	Adopt statement of work and associated work plan	15-May-17	29-Sep-17	Subgroup 4	137	0%	Future challenges subgroup to be agenda topic on September 19 plenary call
	Workplan Execution					0%	
	Review, analyze and summarize relevant documentation	15-May-17	16-Oct-17	Subgroup 4	154	0%	
	Conduct investigation of identified objectives	15-May-17	16-Oct-17	Subgroup 4	154	0%	
	Conduct relevant interviews as appropriate	15-May-17	10-Oct-17	Subgroup 4	148	0%	
	Draft summary note of key findings	15-May-17	23-Oct-17	Subgroup 4	161	0%	
	Prepare Draft Report Section					0%	
	Pre-approve findings for presentation to Review Team	23-Oct-17	26-Oct-17	Subgroup 4	3	0%	
	Present findings to Review Team	27-Oct-17	3-Nov-17	Subgroup 4	7	0%	Abu Dhabi (ICANN60) Face-to-Face meeting
	Approve findings	3-Nov-17	15-Nov-17	Subgroup 4	12	0%	
	Assemble draft recommendations using the designated Review Team template	15-Nov-17	10-Jan-18	Subgroup 4	56	0%	
	Cross-check draft recommendations with scope and Bylaws	15-Nov-17	10-Jan-18	Subgroup 4	56	0%	
	Produce subgroup report for subgroup members' approval	15-Nov-17	15-Jan-18	Subgroup 4	61	0%	
	Adopt & Circulate subgroup report to Review Team	15-Jan-18	17-Jan-18	Subgroup 4	2	0%	
	Present subgroup report and proposed recommendations to Review Team	22-Jan-18	24-Jan-18	Subgroup 4	2	0%	Brussels Face-to-Face meeting
	Refine Draft Report Section					0%	
	Incorporate edits suggested by the Review Team, as appropriate	24-Jan-18	12-Feb-18	Subgroup 4	19	0%	
	Subgroup 5 - IANA Transition					37%	
	Administrative Duties					92%	
	Confirm members of the Subteam and determine Rapporteur	15-May-17	24-Jun-17	Subgroup 5	40	100%	
	Establish mandate, objectives and timeline for the work	15-May-17	24-Aug-17	Subgroup 5	101	100%	Determined on subgroup call #1
	Determine topics for investigation and validate against ICANN Bylaws	15-May-17	24-Jun-17	Subgroup 5	40	100%	Determined at Johannesburg Face-to-Face meeting
	Identify briefings/data sources needed	15-May-17	10-Oct-17	Subgroup 5	148	80%	
	Determine requirements for independent expert(s) and develop statement of work	15-May-17	10-Oct-17	Subgroup 5	148	80%	
	Adopt statement of work and associated work plan	15-May-17	29-Sep-17	Subgroup 5	137	90%	IANA subgroup to be agenda topic on September 26 plenary call
	Workplan Execution					56%	
	Review, analyze and summarize relevant documentation	15-May-17	16-Oct-17	Subgroup 5	154	75%	
	Conduct investigation of identified objectives	15-May-17	16-Oct-17	Subgroup 5	154	75%	
	Conduct relevant interviews as appropriate	15-May-17	3-Nov-17	Subgroup 5	172	75%	Interview with Kim Davies proposed for Abu Dhabi
	Draft summary note of key findings	15-May-17	10-Nov-17	Subgroup 5	179	0%	
	Prepare Draft Report Section					0%	
	Pre-approve initial findings for presentation to Review Team	23-Oct-17	26-Oct-17	Subgroup 5	3	0%	
	Present initial findings to Review Team	27-Oct-17	3-Nov-17	Subgroup 5	7	0%	Abu Dhabi (ICANN60) Face-to-Face meeting
	Approve findings	3-Nov-17	15-Nov-17	Subgroup 5	12	0%	
	Assemble draft recommendations using the designated Review Team template	15-Nov-17	10-Jan-18	Subgroup 5	56	0%	
	Cross-check draft recommendations with scope and Bylaws	15-Nov-17	10-Jan-18	Subgroup 5	56	0%	
	Produce subgroup report for subgroup members' approval	15-Nov-17	15-Jan-18	Subgroup 5	61	0%	
	Adopt & Circulate subgroup report to Review Team	15-Jan-18	17-Jan-18	Subgroup 5	2	0%	
	Present subgroup report and proposed recommendations to Review Team	22-Jan-18	24-Jan-18	Subgroup 5	2	0%	Brussels Face-to-Face meeting
	Refine Draft Report Section					0%	
	Incorporate edits suggested by the Review Team, as appropriate	24-Jan-18	12-Feb-18	Subgroup 5	19	0%	
	Draft Report				157	0%	
	Administrative Duties					0%	
	Determine requirements for technical writer and develop Statement of Work	11-Sep-17	20-Sep-17	SSR2-RT	9	0%	Per ICANN RFP process
	Engage technical writer per ICANN RFP process	20-Sep-17	27-Oct-17	ICANN org, SSR2-RT	37	0%	
	Adopt report format	22-Jan-18	24-Jan-18	SSR2-RT	2	0%	ICANN to provide draft for Review Team consideration

Internal Review						
Provide input on subgroups' findings	27-Oct-17	3-Nov-17	SSR2-RT	7	0%	Abu Dhabi Face-to-Face meeting
Review subgroup reports and proposed recommendations	15-Jan-18	24-Jan-18	SSR2-RT	9	0%	
Cross-check draft recommendations with scope and Bylaws	22-Jan-18	24-Jan-18	SSR2-RT	2	0%	Brussels Face-to-Face meeting
Pre-approve draft recommendations	22-Jan-18	24-Jan-18	SSR2-RT	2	0%	
Outreach						
Seek Board Caucus group and ICANN organization's input on implementability of draft recommendations	25-Jan-18	15-Mar-18	SSR2-RT	49	0%	
Seek Community's input on implementability of draft recommendations	10-Mar-18	15-Mar-18	SSR2-RT	5	0%	ICANN61 San Juan (10-15 March 2018)
Assembling Draft Report						
Produce Draft Report	10-Mar-18	6-Apr-18	SSR2-RT	27	0%	
Approval process						
Approve draft findings and recommendations	6-Apr-18	27-Apr-18	SSR2-RT	21	0%	
Approve draft report for public comment	6-Apr-18	27-Apr-18	SSR2-RT	21	0%	
Publishing Draft Report						
Send approved draft report sections to language services	6-Apr-18	4-May-18	ICANN org	28	0%	As sections become available
Public Comment and Outreach on Draft Report						
Publish draft report for public comment	27-Apr-18	6-Jun-18	ICANN org	40	0%	
Socialize draft recommendations with community	27-Apr-18	11-May-18	SSR2-RT	14	0%	Webinars
Produce summary of public comments	6-Jun-18	20-Jun-18	ICANN org	14	0%	
Adopt public comment summary for publication	20-Jun-18	28-Jun-18	SSR2-RT	8	0%	ICANN62 Panama City (25-28 June 2018)
Final Report				28	0%	
Update Draft Report						
Assemble final recommendations and update draft report based on public comments received	25-Jun-18	28-Jun-18	SSR2-RT	3	0%	ICANN62 Panama City (25-28 June 2018)
Cross-check final recommendations with scope and Bylaws	25-Jun-18	28-Jun-18	SSR2-RT	3	0%	ICANN62 Panama City (25-28 June 2018)
Approval process						
Approve final findings, recommendations and report for Board consideration	28-Jun-18	20-Jul-18	SSR2-RT	22	0%	
Send Final Report						
Send final report to ICANN Board	23-Jul-18	23-Jul-18	SSR2-RT	0	0%	
Publish final report	23-Jul-18	23-Jul-18	ICANN org	0	0%	
Send Final Report to language services	23-Jul-18	23-Jul-18	ICANN org	0	0%	As sections become available
Implementation planning and feedback				67	0%	
Complete ICANN organization survey on review process	24-Jul-18	31-Aug-18	SSR2-RT	38	0%	
Identify one or two Review Team Members to remain available for clarification as may be needed during the planning phase of implementation of Review Team Recommendations.	25-Jun-18	23-Jul-18	SSR2-RT	28	0%	
Face to Face meetings						
#1 ICANN58 Copenhagen (Community Forum)	15-Mar-17	15-Mar-17	SSR2-RT			
#2 Madrid	14-May-17	15-May-17	SSR2-RT			
#3 ICANN59 Johannesburg (Policy Forum)	25-Jun-17	26-Jun-17	SSR2-RT			
#4 ICANN60 Abu Dhabi Day 1 (AGM)	27-Oct-17	27-Oct-17	SSR2-RT			
#4 ICANN60 Abu Dhabi Day 2 (AGM)	3-Nov-17	3-Nov-17	SSR2-RT			
#5 Brussels drafting session	22-Jan-18	24-Jan-18	SSR2-RT			
#6 ICANN 61 (Community Forum)			SSR2-RT			
#7 ICANN 62 (Policy Forum)			SSR2-RT			