

Registration Directory Service (RDS) WHOIS2 Review Team (RDS-WHOIS2-RT) DRAFT WORKPLAN

At Risk	Task Name	Start Date	End Date	Assigned To	Duration (days)	% Complete	Comments
<b>Assemble Review Team</b>							
	Assemble WHOIS2 Review Team	28-Oct-16	2-Jun-17	SOAC/Chen	217	100%	See <a href="https://www.icann.org/newsroom/2017-05-02-en">https://www.icann.org/newsroom/2017-05-02-en</a>
<b>Plan Review</b>							
	<b>Administration</b>					249	77.88%
	Determine role of interested parties	8-Jan-17	3-Oct-17	RDS-WHOIS2-RT	320	100%	Completed in Brussels, 4 October 2017
	Adopt final docs (Commit of Interest public, Statement of Interest)	13-Aug-17	13-Aug-17	RDS-WHOIS2-RT	31	100%	Completed on advisory call #4
	Define Review Team project management roles and responsibilities, incl. budget	11-Aug-17	3-Oct-17	RDS-WHOIS2-RT	83	100%	Decisions on leadership call #2 (August 11)
	Identify need and deliver a proposal on division of work	20-Jun-17	20-Oct-17	RDS-WHOIS2-RT	92	100%	Subgroups established in Brussels, 3-4 October 2017
	Develop and adopt template for "The pass planning questions"	3-Oct-17	31-Oct-17	RDS-WHOIS2-RT	28	100%	Template: <a href="https://www.icann.org/newsroom/2017-05-02-en">https://www.icann.org/newsroom/2017-05-02-en</a>
	Develop and adopt template for findings and recommendations	2-Jun-18	8-Feb-18	RDS-WHOIS2-RT	28	0%	Template: <a href="https://www.icann.org/newsroom/2017-05-02-en">https://www.icann.org/newsroom/2017-05-02-en</a>
	<b>Deliver Terms of Reference &amp; Plan</b>					35	0%
	Develop methodology to prioritize issues to be addressed in scope, including validating issues against ICANN Bylaws	20-Jul-17	14-Sep-17	RDS-WHOIS2-RT	56	100%	
	Adopt a framework that identifies the prioritized focus of the work to be performed by the Review Team (Scope)	20-Jun-17	3-Oct-17	RDS-WHOIS2-RT	75	100%	
	Adopt and publish Terms of Reference	3-Aug-17	2-Feb-18	RDS-WHOIS2-RT	183	95%	Submitted to Board Cause Group for informal feedback
	Adopt and publish Work Plan	2-Sep-17	2-Feb-18	RDS-WHOIS2-RT	168	95%	Submitted to Board Cause Group for informal feedback
	Send advisory T&R and Work Plan to ICANN Board	20-Oct-17	2-Feb-18	RDS-WHOIS2-RT	105	0%	Submitted to Board Cause Group for informal feedback
	Provide community with details on adopted terms of reference and workplan	28-Sep-18	2-Feb-18	RDS-WHOIS2-RT	14	0%	Blog: <a href="https://www.icann.org/newsroom/2017-05-02-en">https://www.icann.org/newsroom/2017-05-02-en</a>
	Develop and adopt outreach plan	20-Oct-17	22-Jun-18	RDS-WHOIS2-RT	94	50%	ICANN.org provided a template for Review Team considerations: see <a href="https://www.icann.org/newsroom/2017-05-02-en">https://www.icann.org/newsroom/2017-05-02-en</a>
<b>Research and Studies</b>							
	<b>Assemble repository of background materials</b>	27-Oct-16	31-Jan-18	ICANN.org	461	100%	Available on dedicated web page. ICANN.org to continue populating, as requested
	Identify independent sources needed	3-Jun-17	31-Jan-18	RDS-WHOIS2-RT	260	40%	
	Determine requirements for independent expert(s) and - if necessary - develop Statement of Work	3-Oct-17	31-Jan-18	RDS-WHOIS2-RT	120	70%	
<b>Conduct Review</b>							
	<b>WHOIS 1 Review Team Recommendations</b>					233	6%
<b>Subtasks</b>							
<b>Administrative Duties</b>							
	Confirm members of the Subtask and determine Rapporteur	3-Oct-17	20-Oct-17	Topic 1 Subgroup	17	95%	
	Establish mandate, objectives and timeline for the work	3-Oct-17	22-Jan-18	Topic 1 Subgroup	111	0%	Using template referenced in row 14
	Determine topics for investigation and validate against ICANN Bylaws	3-Oct-17	22-Jan-18	Topic 1 Subgroup	111	0%	Using template referenced in row 19
	Identify independent sources needed	3-Oct-17	22-Jan-18	Topic 1 Subgroup	111	0%	Using template referenced in row 19
	Determine requirements for independent expert(s) and - if necessary - develop statement of work	3-Oct-17	22-Jan-18	Topic 1 Subgroup	111	0%	Using template referenced in row 19
	Adopt statement of work and associated work plan	3-Nov-17	22-Jan-18	Topic 1 Subgroup	80	0%	Using template referenced in row 19
<b>Workplan Execution</b>							
	Review, analyze and summarize relevant documentation	20-Oct-17	22-Feb-18	Topic 1 Subgroup	125	0%	
	Conduct investigation of identified objectives	3-Nov-17	22-Feb-18	Topic 1 Subgroup	111	0%	
	Conduct relevant interviews as appropriate	3-Nov-17	22-Feb-18	Topic 1 Subgroup	111	0%	
	Draft summary note of key findings	1-Dec-17	22-Feb-18	Topic 1 Subgroup	83	0%	
<b>Prepare Draft Report Section</b>							
	Approve findings	22-Feb-18	15-Mar-18	Topic 1 Subgroup	21	0%	
	Assemble draft recommendations using the designated Review Team template	22-Feb-18	15-Mar-18	Topic 1 Subgroup	21	0%	
	Cross-check draft recommendations with scope and Bylaws	22-Feb-18	15-Mar-18	Topic 1 Subgroup	21	0%	
	Produce subgroup report for subgroup members' approval	15-Mar-18	22-Mar-18	Topic 1 Subgroup	7	0%	
	Adopt & Circulate subgroup report to Review Team	22-Mar-18	5-Apr-18	Topic 1 Subgroup	14	0%	
	Present subgroup report and proposed recommendations to Review Team	5-Apr-18	19-Apr-18	Topic 1 Subgroup	14	0%	Mid-April: Time identified by leadership for potential face-to-face meeting
	<b>Refine Draft Report Section</b>					14	0%
	Incorporate edits suggested by the Review Team, as appropriate	19-Apr-18	24-May-18	Topic 1 Subgroup	35	0%	
<b>Anything New</b>							
	<b>Administrative Duties</b>					4%	
	Confirm members of the Subtask and determine Rapporteur	3-Oct-17	20-Oct-17	Subgroup 2	17	95%	
	Establish mandate, objectives and timeline for the work	3-Oct-17	22-Jan-18	Subgroup 2	111	0%	Using template referenced in row 14
	Determine topics for investigation and validate against ICANN Bylaws	3-Oct-17	22-Jan-18	Subgroup 2	111	0%	Using template referenced in row 14
	Identify independent sources needed	3-Oct-17	22-Jan-18	Subgroup 2	111	0%	Using template referenced in row 14
	Determine requirements for independent expert(s) and - if necessary - develop statement of work	3-Oct-17	22-Jan-18	Subgroup 2	111	0%	Using template referenced in row 14
	Adopt statement of work and associated work plan	3-Nov-17	22-Jan-18	Subgroup 2	80	0%	Using template referenced in row 14
<b>Workplan Execution</b>							
	Review, analyze and summarize relevant documentation	20-Oct-17	22-Feb-18	Subgroup 2	125	0%	
	Conduct investigation of identified objectives	3-Nov-17	22-Feb-18	Subgroup 2	111	0%	
	Conduct relevant interviews as appropriate	3-Nov-17	22-Feb-18	Subgroup 2	111	0%	
	Draft summary note of key findings	1-Dec-17	22-Feb-18	Subgroup 2	83	0%	
<b>Prepare Draft Report Section</b>							
	Approve findings	22-Feb-18	15-Mar-18	Subgroup 2	21	0%	
	Assemble draft recommendations using the designated Review Team template	22-Feb-18	15-Mar-18	Subgroup 2	21	0%	
	Cross-check draft recommendations with scope and Bylaws	22-Feb-18	15-Mar-18	Subgroup 2	21	0%	
	Produce subgroup report for subgroup members' approval	15-Mar-18	22-Mar-18	Subgroup 2	7	0%	
	Adopt & Circulate subgroup report to Review Team	22-Mar-18	5-Apr-18	Subgroup 2	14	0%	
	Present subgroup report and proposed recommendations to Review Team	5-Apr-18	19-Apr-18	Subgroup 2	14	0%	Mid-April: Time identified by leadership for potential face-to-face meeting
	<b>Refine Draft Report Section</b>					14	0%
	Incorporate edits suggested by the Review Team, as appropriate	19-Apr-18	24-May-18	Subgroup 2	35	0%	
<b>Law Enforcement Needs</b>							
	<b>Administrative Duties</b>					4%	
	Confirm members of the Subtask and determine Rapporteur	3-Oct-17	20-Oct-17	Subgroup 3	17	95%	
	Establish mandate, objectives and timeline for the work	3-Oct-17	22-Jan-18	Subgroup 3	111	0%	Using template referenced in row 14
	Determine topics for investigation and validate against ICANN Bylaws	3-Oct-17	22-Jan-18	Subgroup 3	111	0%	Using template referenced in row 14
	Identify independent sources needed	3-Oct-17	22-Jan-18	Subgroup 3	111	0%	Using template referenced in row 14
	Determine requirements for independent expert(s) and - if necessary - develop statement of work	3-Oct-17	22-Jan-18	Subgroup 3	111	0%	Using template referenced in row 14
	Adopt statement of work and associated work plan	3-Nov-17	22-Jan-18	Subgroup 3	80	0%	Using template referenced in row 14
<b>Workplan Execution</b>							
	Review, analyze and summarize relevant documentation	20-Oct-17	22-Feb-18	Subgroup 3	125	0%	
	Conduct investigation of identified objectives	3-Nov-17	22-Feb-18	Subgroup 3	111	0%	
	Conduct relevant interviews as appropriate	3-Nov-17	22-Feb-18	Subgroup 3	111	0%	
	Draft summary note of key findings	1-Dec-17	22-Feb-18	Subgroup 3	83	0%	
<b>Prepare Draft Report Section</b>							
	Approve findings	22-Feb-18	15-Mar-18	Subgroup 3	21	0%	
	Assemble draft recommendations using the designated Review Team template	22-Feb-18	15-Mar-18	Subgroup 3	21	0%	
	Cross-check draft recommendations with scope and Bylaws	22-Feb-18	15-Mar-18	Subgroup 3	21	0%	
	Produce subgroup report for subgroup members' approval	15-Mar-18	22-Mar-18	Subgroup 3	7	0%	
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	Present subgroup report and proposed recommendations to Review Team	5-Apr-18	19-Apr-18	Subgroup 3	14	0%	Mid-April: Time identified by leadership for potential face-to-face meeting
	<b>Refine Draft Report Section</b>					14	0%
	Incorporate edits suggested by the Review Team, as appropriate	19-Apr-18	24-May-18	Subgroup 3	35	0%	
<b>Stakeholder Travel</b>							
	<b>Administrative Duties</b>					8%	
	Confirm members of the Subtask and determine Rapporteur	3-Oct-17	20-Oct-17	Subgroup 4	17	95%	
	Establish mandate, objectives and timeline for the work	3-Oct-17	22-Jan-18	Subgroup 4	111	0%	Using template referenced in row 14
	Determine topics for investigation and validate against ICANN Bylaws	3-Oct-17	22-Jan-18	Subgroup 4	111	0%	Using template referenced in row 14
	Identify independent sources needed	3-Oct-17	22-Jan-18	Subgroup 4	111	0%	Using template referenced in row 14
	Determine requirements for independent expert(s) and - if necessary - develop statement of work	3-Oct-17	22-Jan-18	Subgroup 4	111	0%	Using template referenced in row 14
	Adopt statement of work and associated work plan	3-Nov-17	22-Jan-18	Subgroup 4	80	0%	Using template referenced in row 14
<b>Workplan Execution</b>							
	Review, analyze and summarize relevant documentation	20-Oct-17	22-Feb-18	Subgroup 4	125	0%	
	Conduct investigation of identified objectives	3-Nov-17	22-Feb-18	Subgroup 4	111	0%	
	Conduct relevant interviews as appropriate	3-Nov-17	22-Feb-18	Subgroup 4	111	0%	
	Draft summary note of key findings	1-Dec-17	22-Feb-18	Subgroup 4	83	0%	
<b>Prepare Draft Report Section</b>							
	Approve findings	22-Feb-18	15-Mar-18	Subgroup 4	21	0%	
	Assemble draft recommendations using the designated Review Team template	22-Feb-18	15-Mar-18	Subgroup 4	21	0%	
	Cross-check draft recommendations with scope and Bylaws	22-Feb-18	15-Mar-18	Subgroup 4	21	0%	
	Produce subgroup report for subgroup members' approval	15-Mar-18	22-Mar-18	Subgroup 4	7	0%	
	Adopt & Circulate subgroup report to Review Team	22-Mar-18	5-Apr-18	Subgroup 4	14	0%	
	Present subgroup report and proposed recommendations to Review Team	5-Apr-18	19-Apr-18	Subgroup 4	14	0%	Mid-April: Time identified by leadership for potential face-to-face meeting
	<b>Refine Draft Report Section</b>					14	0%
	Incorporate edits suggested by the Review Team, as appropriate	19-Apr-18	24-May-18	Subgroup 4	35	0%	
<b>Safeguard Registrar Data</b>							
	<b>Administrative Duties</b>					8%	
	Confirm members of the Subtask and determine Rapporteur	3-Oct-17	20-Oct-17	Subgroup 5	17	95%	
	Establish mandate, objectives and timeline for the work	3-Oct-17	22-Jan-18	Subgroup 5	111	0%	Using template referenced in row 14
	Determine topics for investigation and validate against ICANN Bylaws	3-Oct-17	22-Jan-18	Subgroup 5	111	0%	Using template referenced in row 14
	Identify independent sources needed	3-Oct-17	22-Jan-18	Subgroup 5	111	0%	Using template referenced in row 14
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<b>Workplan Execution</b>							
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	Assemble draft recommendations using the designated Review Team template	22-Feb-18	15-Mar-18	Subgroup 5	21	0%	
	Cross-check draft recommendations with scope and Bylaws	22-Feb-18	15-Mar-18	Subgroup 5	21	0%	
	Produce subgroup report for subgroup members' approval	15-Mar-18	22-Mar-18	Subgroup 5	7	0%	
	Adopt & Circulate subgroup report to Review Team	22-Mar-18	5-Apr-18	Subgroup 5	14	0%	
	Present subgroup report and proposed recommendations to Review Team	5-Apr-18	19-Apr-18	Subgroup 5	14	0%	Mid-April: Time identified by leadership for potential face-to-face meeting
	<b>Refine Draft Report Section</b>					14	0%
	Incorporate edits suggested by the Review Team, as appropriate	19-Apr-18	24-May-18	Subgroup 5	35	0%	
<b>Review Team</b>							
<b>Draft Report</b>							
	<b>Administrative Duties</b>					80%	
	Adopt report format	2-Jun-18	8-Apr-18	RDS-WHOIS2 Team	83	0%	ICANN.org to provide a template
	<b>Internal Review</b>					35	0%
	Provide input on subgroup/ Draft Report actions	5-Apr-18	10-May-18	RDS-WHOIS2 Team	35	0%	Mid-April: Time identified by leadership for potential face-to-face meeting
	Cross-check draft recommendations with scope and Bylaws	5-Apr-18	10-May-18	RDS-WHOIS2 Team	35	0%	To be included in final assessment
	Pre-approve draft recommendations	5-Apr-18	24-May-18	RDS-WHOIS2 Team	40	0%	Organize remote engagement sessions with ICANN SOAC, constituency and stakeholder groups
	Approve draft findings and recommendations	24-May-18	28-Jun-18	RDS-WHOIS2 Team	35	0%	Send a note to SOAC, Board Cause Group, constituency and stakeholder groups to suggest face-to-face sessions
<b>Comments on Draft Recommendations</b>							
	Seek community input on draft recommendations	25-Jun-18	28-Jun-18	RDS-WHOIS2 Team	3	0%	ICANN #2 (25-28 June 2018)
	Seek input and guidance from the Board Cause Group and ICANN Subject Matter Experts (SMEs) on implementability of draft recommendations	29-Jun-18	28-Jun-18	RDS-WHOIS2 Team	3	0%	ICANN #2 (25-28 June 2018)
<b>Assembling Draft Report</b>							
	Produce Draft Report	28-Jun-18	13-Jul-18	RDS-WHOIS2 Team	15	0%	
	<b>Publishing Draft Report</b>					22	0%
	Approve draft report for public comment	28-Jun-18	28-Jul-18	RDS-WHOIS2 Team	22	0%	
	Send approved draft report sections to language services	28-Jun-18	13-Aug-18	ICANN.org	28	0%	As sections become available
	<b>Public Comment and Outreach on Draft Report</b>					46	0%
	Public draft report for public comment	28-Aug-18	5-Oct-18	ICANN.org	46	0%	
	Seek Board Cause group and ICANN organization's input on implementability of draft recommendations	20-Aug-18	5-Oct-18	RDS-WHOIS2 Team	46	0%	
	Seek Community input on implementability of draft recommendations	25-Jun-18	5-Oct-18	RDS-WHOIS2 Team	102	0%	Webinar
	Produce summary of public comments	19-Oct-18	5-Oct-18	ICANN.org	14	0%	
	Adopt public comment summary for publication	19-Oct-18	26-Oct-18	RDS-WHOIS2 Team	7	0%	ICANN #3 (20-26 October 2018)
<b>Final Report</b>							
	<b>Outgoing Draft Report</b>					77	0%
	Assemble final recommendations and update draft report based on public comments received	5-Oct-18	30-Nov-18	RDS-WHOIS2 Team	56	0%	Including during ICANN#2
	Cross-check final recommendations with scope and Bylaws	5-Oct-18	30-Nov-18	RDS-WHOIS2 Team	56	0%	Including during ICANN#2
	<b>Approval process</b>					14	0%
	Approve final findings and recommendations	7-Dec-1					