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

Al Risk	Task Name	Start Date	End Date	Assigned To	Duration (days)	% Complete	Comments
	Assemble Review Team				217	100%	
	Assess SSR2 Review Team	30-Jan-16	14-Feb-17	SO/AC Leaders	228	100%	See: https://www.icann.org/news/announcement-2-2017-02-14-en
	Plan Review				252	71%	
	Develop work plan	17-Feb-17	30-Mar-17	SSR2-RT	42	100%	See: https://www.icann.org/news/announcement-2-2017-03-30-en
	Determine rule of decorum	28-Mar-17	13-Jun-17	SSR2-RT	85	100%	Considered not always call 253
	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 [illegible]	28-Mar-17	24-May-17	SSR2-RT	42	100%	Addressed within subteams
	Develop work plan to focus the SSR2 Review Team on a prioritized focus of the work to be [illegible]	28-Mar-17	4-May-17	SSR2-RT	50	100%	
	Adopt and publish Terms of Reference	28-Mar-17	4-May-17	SSR2-RT	50	100%	See: https://community.icann.org/pages/viewpage.action?pageId=64575238#parent=64575 [illegible]
TR1.E	Adopt and publish Workplan	28-Mar-17	4-May-17	SSR2-RT	50	50%	
	Send adopted ToR and Work Plan to ICANN Board	28-Mar-17	11-May-17	SSR2-RT	57	100%	See: https://community.icann.org/pages/viewpage.action?pageId=60268963#60268963 [illegible] SSR2RT-ICANNBoard-20170511.pdf
	Define Review Team project management roles and responsibilities, including budget management	28-Mar-17	5-May-17	SSR2-RT	39	100%	Confirmed on leadership call 5 May 2017
	Identify need for and define a proposal on division of work	28-Mar-17	19-May-17	SSR2-RT	61	100%	See: https://docs.google.com/document/d/1DKnFJVdWTfDAvyTfB0-0WDPqMSSwcBFdFqdnUzmdFk/edit?usp=sharing
TR1.G	Develop and adopt outreach plan	28-Mar-17	3-Nov-17	SSR2-RT	210	30%	Outreach list in development. See https://docs.google.com/document/d/1cp-fl79-EsGPFJzc8mDfKOlbuuuPQNnb_f0YnJ4eB7k/edit?usp=sharing
TR1.H	Develop and adopt template for findings and recommendations.	8-Nov-17	27-Oct-17	SSR2-RT	53	0%	ICANN use to provide a template for Review Team consideration
TR1.I	Define structure of subteam results	8-Nov-17	27-Oct-17	SSR2-RT	53	0%	ICANN use to provide a template for Review Team consideration
	Research and Studies				226	80%	
	Assemble exercise of background materials	28-Mar-17	27-Oct-17	ICANN org	236	80%	Available on daily shared calendar. ICANN consultation to continue meanwhile, as requested
	Identify beefing / data sources needed	28-Mar-17	27-Oct-17	SSR2-RT	236	80%	
	Determine requirements for independent expert(s) and develop Statement of work	28-Mar-17	27-Oct-17	SSR2-RT	236	80%	Per ICANN RFP process
TR1.D	Engage contractor per ICANN RFP Process	22-Aug-17	29-Sep-17	ICANN org/ SSR2-RT	32	0%	
	Conduct Review				273	27%	
Subteams							
	Subteam 1 - SSR1					37%	
	Administrative Duties					100%	
	Confirm members of the Subteam and determine Rapporteur	28-Mar-17	20-Jun-17	Subteam 1	40	100%	
TR1.E	Establish mutable, attributes and timeline for the work	28-Mar-17	29-Sep-17	Subteam 1	137	80%	
	Determine tasks for mandatory and additive against ICANN Bylaws	28-Mar-17	29-Jun-17	Subteam 1	85	100%	
	Identify beefing/data sources needed	28-Mar-17	10-Oct-17	Subteam 1	148	100%	
	Determine requirements for independent expert(s) and develop statement of work	28-Mar-17	29-Sep-17	Subteam 1	137	75%	
TR1.D	Adopt statement of work and associated work plan	28-Mar-17	29-Aug-17	Subteam 1	103	75%	
	Workplan Execution					0%	
	Produce Data analysis outline and amount to subteam for input	29-Sep-17	3-Oct-17	External Contractor	7	0%	
	Review data analysis outline and amount to subteam for input	29-Sep-17	13-Nov-17	External Contractor	46	0%	
	Deliver raw 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	28-Mar-17	29-Sep-17	Subteam 1	133	50%	
	Conduct investigation of identified directives	28-Mar-17	29-Sep-17	Subteam 1	133	50%	
	Conduct stewart interviews as appropriate	28-Mar-17	29-Sep-17	Subteam 1	133	50%	
	Draft summary note of key findings	28-Mar-17	19-Oct-17	Subteam 1	153	0%	
	Readers Draft Report Section					0%	
	Assess findings	19-Dec-17	31-Dec-17	Subteam 1	12	0%	
	Assemble draft recommendations across the designated Review Team template	19-Dec-17	20-Jan-18	Subteam 1	22	0%	
	Cross-check draft recommendations with scope and Bylaws	19-Dec-17	20-Jan-18	Subteam 1	22	0%	
	Produce subteam report for subteam members' approval	19-Dec-17	20-Jan-18	Subteam 1	22	0%	
	Adopt & Circulate subteam report to Review Team	20-Jan-18	17-Jan-18	Subteam 1	2	0%	
	Present subteam report and assessed recommendations to Review Team	20-Jan-18	20-Jan-18	Subteam 1	2	0%	SSR2 Brussels Meetings (22-24 January)
	Refine Draft Report Section					0%	
	Incorporate edits suggested by the Review Team, as appropriate	20-Jan-17	12-Feb-18	Subteam 1	392	0%	
	Subteam 2 - IP WHO ICO					30%	
	Administrative Duties					100%	
	Confirm members of the Subteam and determine Rapporteur	28-Mar-17	20-Jun-17	Subteam 2	40	100%	
	Establish mutable, attributes and timeline for the work	28-Mar-17	12-Nov-17	Subteam 2	130	100%	Timeline to be finalized on September 11 plenary call
	Determine tasks for mandatory and additive against ICANN Bylaws	28-Mar-17	29-Jun-17	Subteam 2	85	100%	Determined at Johannesburg Face-to-Face meeting
	Identify beefing/data sources needed	28-Mar-17	10-Oct-17	Subteam 2	148	80%	
	Determine requirements for independent expert(s) and develop statement of work	28-Mar-17	10-Oct-17	Subteam 2	148	80%	
	Adopt statement of work and associated work plan	28-Mar-17	12-Sep-17	Subteam 2	130	100%	Work plan to be finalized on September 12 plenary call
	Workplan Execution					100%	
	Review, analyze and summarize relevant documentation	28-Mar-17	18-Oct-17	Subteam 2	154	50%	
	Conduct investigation of identified directives	28-Mar-17	18-Oct-17	Subteam 2	154	50%	
	Conduct stewart interviews as appropriate	28-Mar-17	10-Oct-17	Subteam 2	148	0%	Interview with ICANN groups (CIO Engineering, IANA Technical Operations, OCTO, Risk Management, Compliance, CIO) requested to be scheduled for face-to-face meeting in LA
	Draft summary note of key findings	28-Mar-17	23-Oct-17	Subteam 2	161	0%	
	Readers Draft Report Section					0%	
	Pre-assess findings for presentation to Review Team	23-Oct-17	26-Oct-17	Subteam 2	3	0%	
	Present findings to Review Team	27-Oct-17	3-Nov-17	Subteam 2	7	0%	Abu Dhabi ICANN60 Face-to-Face meeting
	Assess findings	3-Nov-17	15-Nov-17	Subteam 2	12	0%	
	Assemble draft recommendations across the designated Review Team template	28-Nov-17	20-Jan-18	Subteam 2	58	0%	
	Cross-check draft recommendations with scope and Bylaws	28-Nov-17	20-Jan-18	Subteam 2	58	0%	
	Produce subteam report for subteam members' approval	28-Nov-17	20-Jan-18	Subteam 2	58	0%	
	Adopt & Circulate subteam report to Review Team	20-Jan-18	17-Jan-18	Subteam 2	2	0%	
	Present subteam report and proposed recommendations to Review Team	20-Jan-18	20-Jan-18	Subteam 2	2	0%	Brussels Face-to-Face meeting
	Refine Draft Report Section					0%	
	Incorporate edits suggested by the Review Team, as appropriate	20-Jan-18	12-Feb-18	Subteam 2	18	0%	
	Subteam 3 - DNS SSR					51%	
	Administrative Duties					100%	
	Confirm members of the Subteam and determine Rapporteur	28-Mar-17	20-Jun-17	Subteam 3	40	100%	
TR1.E	Establish mutable, attributes and timeline for the work	28-Mar-17	29-Sep-17	Subteam 3	137	80%	Timeline and structure determined at Johannesburg Face-to-Face meeting
	Determine tasks for mandatory and additive against ICANN Bylaws	28-Mar-17	29-Jun-17	Subteam 3	85	100%	Determined at Johannesburg Face-to-Face meeting
	Identify beefing/data sources needed	28-Mar-17	10-Oct-17	Subteam 3	148	80%	
	Determine requirements for independent expert(s) and develop statement of work	28-Mar-17	10-Oct-17	Subteam 3	148	80%	
	Adopt statement of work and associated work plan	28-Mar-17	3-Oct-17	Subteam 3	141	100%	
	Workplan Execution					50%	
	Review, analyze and summarize relevant documentation	28-Mar-17	18-Oct-17	Subteam 3	154	75%	
	Conduct investigation of identified directives	28-Mar-17	18-Oct-17	Subteam 3	154	75%	
	Conduct stewart interviews as appropriate	28-Mar-17	10-Oct-17	Subteam 3	148	75%	Interview with Eric Osser (VP, Email) TBD?
	Draft summary note of key findings	28-Mar-17	23-Oct-17	Subteam 3	161	0%	
	Readers Draft Report Section					0%	
	Pre-assess findings for presentation to Review Team	23-Oct-17	26-Oct-17	Subteam 3	3	0%	
	Present findings to Review Team	27-Oct-17	3-Nov-17	Subteam 3	7	0%	Abu Dhabi ICANN60 Face-to-Face meeting
	Assess findings	3-Nov-17	15-Nov-17	Subteam 3	12	0%	
	Assemble draft recommendations across the designated Review Team template	28-Nov-17	20-Jan-18	Subteam 3	58	0%	
	Cross-check draft recommendations with scope and Bylaws	28-Nov-17	20-Jan-18	Subteam 3	58	0%	
	Produce subteam report for subteam members' approval	28-Nov-17	15-Jan-18	Subteam 3	61	0%	
	Adopt & Circulate subteam report to Review Team	20-Jan-18	17-Jan-18	Subteam 3	2	0%	
	Present subteam report and proposed recommendations to Review Team	20-Jan-18	20-Jan-18	Subteam 3	2	0%	Brussels Face-to-Face meeting
	Refine Draft Report Section					0%	
	Incorporate edits suggested by the Review Team, as appropriate	20-Jan-18	12-Feb-18	Subteam 3	18	0%	
	Subteam 4 - Future Challenges					50%	
	Administrative Duties					100%	
	Confirm members of the Subteam and determine Rapporteur	28-May-17	20-Jun-17	Subteam 4	40	100%	
TR1.E	Establish mutable, objectives and timeline for the work	28-May-17	22-Sep-17	Subteam 4	130	50%	Future challenges subteam to be agenda topic on September 19 plenary call
	Determine tasks for mandatory and additive against ICANN Bylaws	28-May-17	29-Jun-17	Subteam 4	85	100%	Determined at Johannesburg Face-to-Face meeting
	Identify beefing/data sources needed	28-May-17	10-Oct-17	Subteam 4	148	0%	
	Determine requirements for independent expert(s) and develop statement of work	28-May-17	10-Oct-17	Subteam 4	148	0%	
	Adopt statement of work and associated work plan	28-May-17	29-Sep-17	Subteam 4	137	0%	Future challenges subteam to be agenda topic on September 19 plenary call
	Workplan Execution					0%	
	Review, analyze and summarize relevant documentation	28-May-17	18-Oct-17	Subteam 4	154	0%	
	Conduct investigation of identified directives	28-May-17	18-Oct-17	Subteam 4	154	0%	
	Conduct stewart interviews as appropriate	28-May-17	10-Oct-17	Subteam 4	148	0%	
	Draft summary note of key findings	28-May-17	23-Oct-17	Subteam 4	161	0%	
	Readers Draft Report Section					0%	
	Pre-assess findings for presentation to Review Team	23-Oct-17	26-Oct-17	Subteam 4	3	0%	
	Present findings to Review Team	27-Oct-17	3-Nov-17	Subteam 4	7	0%	Abu Dhabi ICANN60 Face-to-Face meeting
	Assess findings	3-Nov-17	15-Nov-17	Subteam 4	12	0%	
	Assemble draft recommendations across the designated Review Team template	28-Nov-17	20-Jan-18	Subteam 4	58	0%	
	Cross-check draft recommendations with scope and Bylaws	28-Nov-17	20-Jan-18	Subteam 4	58	0%	
	Produce subteam report for subteam members' approval	28-Nov-17	15-Jan-18	Subteam 4	61	0%	
	Adopt & Circulate subteam report to Review Team	20-Jan-18	17-Jan-18	Subteam 4	2	0%	
	Present subteam report and proposed recommendations to Review Team	20-Jan-18	20-Jan-18	Subteam 4	2	0%	Brussels Face-to-Face meeting
	Refine Draft Report Section					0%	
	Incorporate edits suggested by the Review Team, as appropriate	20-Jan-18	12-Feb-18	Subteam 4	18	0%	
	Subteam 5 - IANA Transition					37%	
	Administrative Duties					100%	
	Confirm members of the Subteam and determine Rapporteur	28-Mar-17	20-Jun-17	Subteam 5	40	100%	
	Establish mutable, attributes and timeline for the work	28-Mar-17	20-Jun-17	Subteam 5	101	100%	Presented on a plenary call 17
	Determine tasks for mandatory and additive against ICANN Bylaws	28-Mar-17	29-Jun-17	Subteam 5	85	100%	Determined at Johannesburg Face-to-Face meeting
	Identify beefing/data sources needed	28-Mar-17	10-Oct-17	Subteam 5	148	80%	
	Determine requirements for independent expert(s) and develop statement of work	28-Mar-17	10-Oct-17	Subteam 5	148	80%	
	Adopt statement of work and associated work plan	28-Mar-17	29-Sep-17	Subteam 5	137	80%	IANA subteam to be agenda topic on September 19 plenary call
	Workplan Execution					75%	
	Review, analyze and summarize relevant documentation	28-Mar-17	18-Oct-17	Subteam 5	154	75%	
	Conduct investigation of identified directives	28-Mar-17	18-Oct-17	Subteam 5	154	75%	
	Conduct stewart interviews as appropriate	28-Mar-17	3-Nov-17	Subteam 5	172	75%	Interview with Eric Osser (Internet for Eric TBD)
	Draft summary note of key findings	28-Mar-17	10-Nov-17	Subteam 5	176	0%	
	Readers Draft Report Section					0%	
	Pre-assess findings for presentation to Review Team	23-Oct-17	26-Oct-17	Subteam 5	3	0%	
	Present initial findings to Review Team	27-Oct-17	3-Nov-17	Subteam 5	7	0%	Abu Dhabi ICANN60 Face-to-Face meeting
	Assess findings	3-Nov-17	15-Nov-17	Subteam 5	12	0%	
	Assemble draft recommendations across the designated Review Team template	28-Nov-17	20-Jan-18	Subteam 5	58	0%	
	Cross-check draft recommendations with scope and Bylaws	28-Nov-17	20-Jan-18	Subteam 5	58	0%	
	Produce subteam report for subteam members' approval	28-Nov-17	15-Jan-18	Subteam 5	61	0%	
	Adopt & Circulate subteam report to Review Team	20-Jan-18	17-Jan-18	Subteam 5	2	0%	
	Present subteam report and proposed recommendations to Review Team	20-Jan-18	20-Jan-18	Subteam 5	2	0%	Brussels Face-to-Face meeting
	Refine Draft Report Section					0%	
	Incorporate edits suggested by the Review Team, as appropriate	20-Jan-18	12-Feb-18	Subteam 5	18	0%	
	Draft Report				157	0%	
	Administrative Duties					0%	
	Determine requirements for technical writer and develop Statement of Work	11-Nov-17	23-Nov-17	ICANN org	9	0%	Also IP WHO ICO scope
	Engage technical writer per ICANN RFP process	22-Nov-17	20-Dec-17	ICANN org/ SSR2-RT	19	0%	
	Adopt report format	20-Jan-18	24-Jan-18	SSR2-RT	2	0%	ICANN to provide draft for Review Team consideration
	Internal Review					0%	
	Provide input on subteams' findings	27-Oct-17	3-Nov-17	SSR2-RT	7	0%	Abu Dhabi Face-to-Face meeting
	Review subteam results, and assessed recommendations	20-Jan-18	24-Jan-18	SSR2-RT	3	0%	
	Cross-check draft recommendations with scope and Bylaws	20-Jan-18	24-Jan-18	SSR2-RT	3	0%	Brussels Face-to-Face meeting
	Pre-assess draft recommendations	20-Jan-18	24-Jan-18	SSR2-RT	2	0%	
	Outreach					0%	
	Seek Board Caucus group and ICANN organization's input on implementability of draft recommendations	28-Jan-18	19-Mar-18	SSR2-RT	49	0%	
	Seek community input on implementability of draft recommendations	10-Mar-18	19-Mar-18	SSR2-RT	5	0%	ICANN61 San Juan (10-15 March 2018)
	Assemble Draft Report					0%	
	Produce Draft Report	10-Mar-18	6-Apr-18	SSR2-RT	27	0%	
	Internal review					0%	
	Assess draft findings and recommendations	6-Apr-18	27-Apr-18	SSR2-RT	21	0%	
	Assemble Draft Report for public comment	6-Apr-18	27-Apr-18	SSR2-RT	21	0%	
	Submission Draft Report					0%	
	Send assessed draft report sections to language services	6-Apr-18	4-Mar-18	ICANN org	28	0%	As services become available
	Public Comment and Outreach on Draft Report					0%	
	Publish draft report for public comment	27-Apr-18	8-Jun-18	ICANN org	40	0%	
	Socialize draft recommendations with community	27-Apr-18	11-May-18	SSR2-RT	14	0%	Webinar
	Produce summary of public comments	9-Jun-18	20-Jun-18	ICANN org	10	0%	
	Present summary of public comments for publication	25-Jun-18	29-Jun-18	SSR2-RT	3	0%	ICANN62 Panama City (25-28 June 2018)
	Finalize Report				29	0%	
	Update Draft Report					0%	
	Assemble final recommendations and update draft report based on public comments received	29-Jun-18	29-Jun-18	SSR2-RT	3	0%	ICANN62 Panama City (25-28 June 2018)
	Cross-check final recommendations with scope and Bylaws	29-Jun-18	29-Jun-18	SSR2-RT	3	0%	ICANN62 Panama City (25-28 June 2018)
	Internal review					0%	
	Review, analyze, recommendations and reject for Board consideration	29-Jun-18	20-Jul-18	SSR2-RT	22	0%	
	Send Final Report					0%	
	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 services become available
	Implementation planning and feedback				67	0%	
	Consider ICANN organization survey on review process	24-Jul-18	31-Aug-18	SSR2-RT	38	0%	
	Seek Board Caucus group and ICANN organization's input/feedback for clarification as may be needed during the planning phase of implementation of Review Team Recommendations	29-Jan-18	23-Jul-18	SSR2-RT	26	0%	
	Face to Face meetings						
	41 ICANN60 Cosmhaven (Community Forum)	28-Mar-17	15-Mar-17	SSR2-RT			
	42 ICANN61	10-Mar-17	19-Mar-17	SSR2-RT			
	43 ICANN62 Johannesburg (Public Forum)	25-Jun-17	29-Jun-17	SSR2-RT			
	44 ICANN63 Abu Dhabi Day 1 (KO60)	27-Oct-17	27-Oct-17	SSR2-RT			
	45 ICANN63 Abu Dhabi Day 2 (KO60)	3-Nov-17	3-Nov-17	SSR2-RT			
	46 Brussels drafting session	22-Jan-18	23-Jan-18	SSR2-RT			
	48 ICANN 65 (Community Forum)			SSR2-RT			
	47 ICANN 63 (Public Forum)			SSR2-RT			