

# AGENDA REVIEW PROCESS BOARD LETTER TIME TABLE

| SUNDAY          | MONDAY  | TUESDAY                  | WEDNESDAY  | THURSDAY   | FRIDAY           | SATURDAY        |
|-----------------|---|--------------------------|--|--|------------------|-----------------|
|                 |   |                          |  | DAY ONE  | DAY TWO          | DAY THREE       |
|                 |   |                          |  | DCEO CLUSTER PRE-MEET /<br>DEPT. E-FILES                     |                  |                 |
| SUNDAY          | MONDAY  | TUESDAY                  | WEDNESDAY  | THURSDAY   | FRIDAY           | SATURDAY        |
| DAY FOUR        | DAY FIVE  | DAY SIX                  | DAY SEVEN  | DAY EIGHT  | DAY NINE         | DAY TEN         |
|                 | DEPT. UPDATES TO DHS<br>SHAREPOINT WEBSITE /<br>CEO ANALYST E-FILE REVIEW | DRAFT CLUSTER AGENDA     | POLICY DEPUTY QUESTIONS /<br>CEO MANAGER E-FILE REVIEW | FINAL CLUSTER AGENDA<br>POSTED                               |                  |                 |
| SUNDAY          | MONDAY  | TUESDAY                  | WEDNESDAY  | THURSDAY   | FRIDAY           | SATURDAY        |
| DAY ELEVEN      | DAY TWELVE  | DAY THIRTEEN             | DAY FOURTEEN   | DAY FIFTEEN  | DAY SIXTEEN      | DAY SEVENTEEN   |
|                 |   | DEPT. HEAD E-FILE REVIEW | AGENDA REVIEW /<br>DCEO E-FILE REVIEW                  | DEPT. HEAD FINAL REVIEW<br>(E-SIGNATURE)<br>E-FILE COMPLETED |                  |                 |
| SUNDAY          | MONDAY  | TUESDAY                  | WEDNESDAY  | THURSDAY   | FRIDAY           | SATURDAY        |
| DAY EIGHTEEN    | DAY NINETEEN  | DAY TWENTY               | DAY TWENTY-ONE   | DAY TWENTY-TWO   | DAY TWENTY-THREE | DAY TWENTY-FOUR |
|                 |   |                          |  | BOARD AGENDA POSTED  |                  |                 |
| SUNDAY          | MONDAY  | TUESDAY                  | WEDNESDAY  | THURSDAY   | FRIDAY           | SATURDAY        |
| DAY TWENTY-FIVE | DAY TWENTY-SIX  | DAY TWENTY-SEVEN         |  |  |                  |                 |
|                 |   | BOARD AGENDA MEETING     |  |  |                  |                 |