

TWG Workplan

Task	Meeting 1: December 12 (D.C.)	Meeting 2: January 23 (NYC)1:30-4:30	Meeting 3: Feb 25 (LBL) 9-4	Meeting 4: March 25 (Phone) 1:30-4:30	Meeting 5: April 23 (D.C) 9-4	Meeting 6: May 20 (Phone) 1:30-4:30	Meeting 7: June 17 (LBL) 9-4
Review use case specifications	Review Use Cases from SWG		Confirm consistency of spec with use cases		Confirm consistency of spec with use cases		Confirm consistency of spec with use cases
Develop guidelines/criteria for inclusion/exclusion of fields	Review examples and develop draft guidelines/criteria. LBNL to prep starting list and examples from BEDES beta		Finalize draft guidelines/criteria for inclusion/exclusion of fields		Review/revise if needed (finalize if possible)		Finalize recommendations
Develop guidelines for enumerated lists (e.g. HVAC types) - hierarchical structure, multiple classification schemes, etc.	Review examples and develop draft guidelines. LBNL to prep starting list and examples from BEDES beta		Finalize draft guidelines/criteria for enumerated lists		Review/revise if needed (finalize if possible)		Finalize recommendations
Develop grouping structure for all fields		Review current version and revise structure for module 1.	Review current version and revise structure for module 2.				
Develop prioritization guidelines for fields		Review inclusions/exclusion examples and develop prioritization guidelines	Review/revise if needed (finalize if possible)		Finalize recommendations		
Determine sub group work plan	Sub group workplan for module 1	Review and revise module 1 workplan as needed	Review and revise module 2 workplan as needed				
Integrate and reconcile work across sub groups and resolve issues that may arise		Review and resolve items from sub groups	Review and resolve items from sub groups	Review and resolve items from sub groups	Review and resolve items from sub groups	Review and resolve items from sub groups	
Review, refine and finalize recommendations received from sub groups			Review and finalize sub group recommendations for module 1	Review and finalize any sub group recommendations for module 2 as ready	Review and finalize any sub group recommendations for module 2 as ready	Review and finalize any sub group recommendations for module 2 as ready	Finalize recommendations
Provide feedback/direction to SWG		Implications of strategy for linking BEDES to key specs; & feedback to SWG on use cases		Provide feedback/direction to SWG as needed		Review SWG recommendations on hosting, operating, and maintenance,	
Other?							