

## QUALITY COUNCIL TASK PLANNING DOCUMENT

**Action Number:** TPD- 2009.01

**Action Title:** 2009 Survey on Quality Assurance Implementation

**Action Statement:**

Prepare the 2009 Survey on Quality Assurance (QA) Implementation for issuance by the Deputy Secretary. Compile and review the results. Prepare a report based upon the results of the Survey and issue it.

**Action Description:**

Prepare Survey - Review the 2006 and 2007 Surveys on QA implementation. Solicit input from interested parties and recommendations from parties who responded to earlier surveys. Delete questions that are no longer needed or do not provide useful information. Add or revise questions as needed to meet commitments to (1) tailor the questions to staff and support offices versus program offices, (2) enhance measurable indicators, and (3) provide more uniform reporting.

Prepare the report on the results of the 2009 Survey - Prepare the 2009 QA Survey report-draft; Perform verification of valid transfer of information from inputs received; Review the draft report for corrections, comments and improvements; Develop recommendations to address items identified as needing improvement; Coordinate HSS/QRB review for finalization; and Issue the final 2009 QA Survey Report.

**Action Deliverable:**

1. 2009 Survey on Quality Assurance (QA) Implementation
2. Report on the results of the Survey

**Action Completion Due:**

	Description	Due Date
1.	Draft 2009 Survey on Quality Assurance (QA) Implementation	May 2009
2.	Draft Report on the results of the Survey	Feb 2010

	Description	Due Date
3.	Review and comment of draft report by Quality Council Working Group	March-April 2010
4.	Quality Council review of the Report & development of recommendations	May 2010
5.	Quality Council approval	June 2010
6.	QRB review	July 2010
7.	Report issuance	August 2010
8.		

### Sub-Action Milestones<sup>1</sup>:

For planning purposes, the team will work to the following target completion dates.

1. Draft survey prepared - March 2009
2. Team review and comment of the draft survey - April 2009
3. Team Conference call on draft survey as revised to reflect team comments -April 23, 2009
4. Quality Council review - May 21 2009
5. Survey finalized – June 2009
6. Survey sent out - October 2009
7. Responses due - November 2009
8. Report prepared and submitted to Quality Council for review- April 2010
9. Quality Council review, comment, and development of recommendations - April-May 2010
10. Quality Council approval of Report – June 2010
11. HSS QRB review and approval of Report – July 2010

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<sup>1</sup> See Action Lead for detailed Action schedule.



**Product Distribution (mark applicable ones):**

\_\_\_\_\_ Website      \_\_\_\_\_ Memo from HS-1      \_\_\_\_\_ Other

If other, description:

**Council Product Distribution Approval:**

Passed: Yes \_\_\_\_\_ No \_\_\_\_\_

Yeas: \_\_\_\_\_

Nays: \_\_\_\_\_

Abstains: \_\_\_\_\_

**Differing Opinions:**