

IEEE MILESTONE PROGRAM PROCESS FLOWCHART

(Note: This chart is to illustrate the sequence. It is **not intended as a substitute** for the detailed Milestones Program Guidelines https://ieeemilestones.ethw.org/Milestone_Guidelines_and_How_to_Propose_a_Milestone)

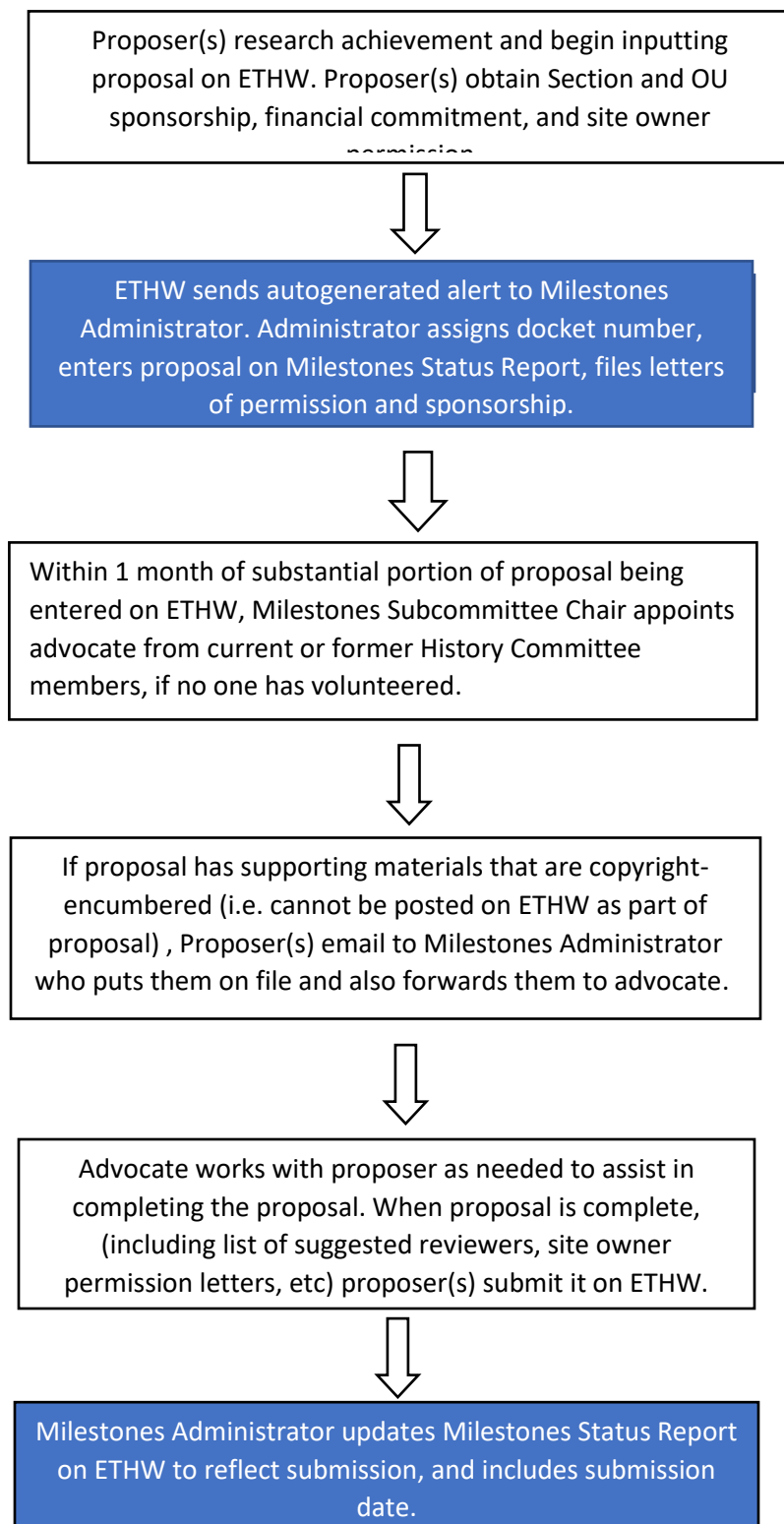
File is: H:\Projects and Activities\Current Projects and Activities\Milestones\Procedures\Milestones Process Flowchart

File created: 27 February 2023

Last updated: 10 April 2024

Person responsible for updating: Milestone Administrator

White boxes indicate volunteer task. Blue boxes indicate staff task.





Within 2 months of proposal submission, Advocate selects expert reviewers. (Note: it is a requirement for proposers to supply a list of four expert reviewers before submission of proposal.)



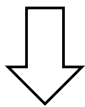
Within 4 months of proposal submission, experts post reviews on discussion page of the proposal on ETHW.

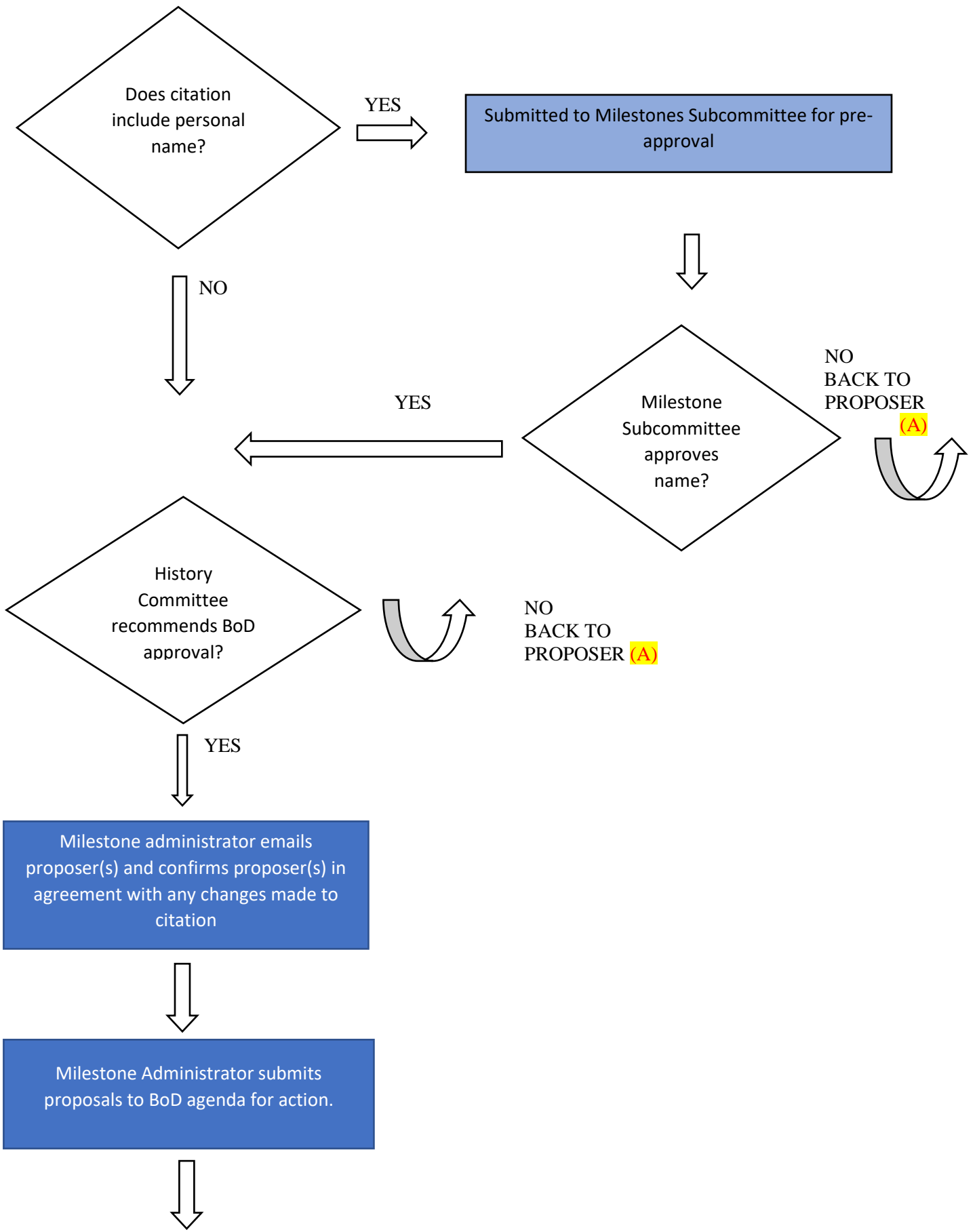


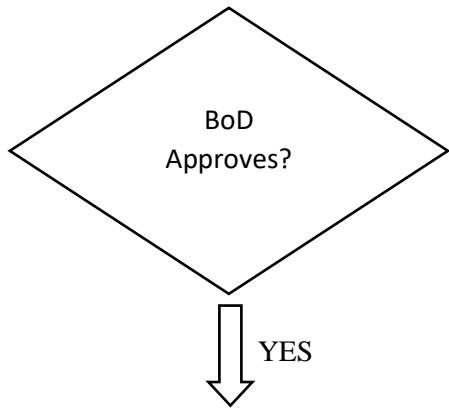
Within 6 months of proposal submission, advocate assesses expert reviews, completes advocate checklist from Section 5.1 of *History Committee Information*, and makes recommendation for History Committee Action. If advocate recommends History Committee approval, the Milestones Subcommittee Chair also reviews proposal.



(A) Advocate works with Proposer to craft citation







Milestones Administrator emails proposers and includes instructions about next steps, ordering plaque, planning ceremony, etc. Copies to *The Institute*, Presidents Office, Foundation, Industry Relations, etc.

Section(s) choose date of ceremony, invite guests, send plaque order form to Milestones Administrator

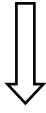
Milestones Administrator invoices sponsoring OU treasurer

Sponsoring OU pays History Center

Milestones Administrator sends text of plaque to foundry, receives foundry proof, checks it, forwards foundry proof to proposers for approval

Proposers approve foundry proof

Milestones Administrator authorizes foundry to cast and ship plaque(s).
History Center pays foundry



Milestone dedication ceremony held



Milestones Administrator converts proposal page to finished milestone page on ETHW, uploads photos/video clips from ceremony, and Brewer adds it to list of dedicated milestones