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)
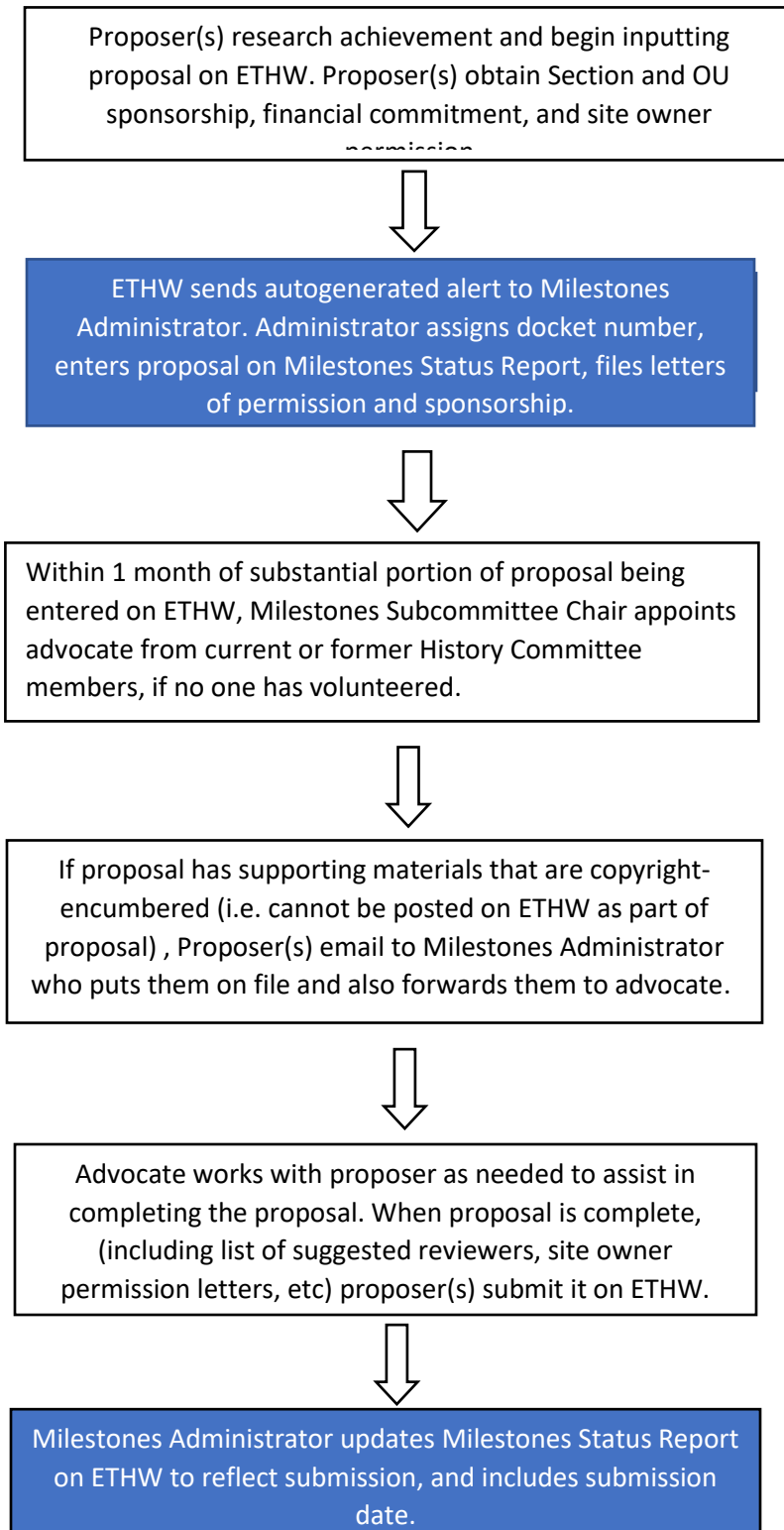
File is: H:\Projects and Activities\Current Projects and Activities\Milestones\Procedures\Milestones Process Flowchart
File created: 27 February 2023
Last updated: 19 April 2024
Person responsible for updating: Milestone Administrator

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

Proposer(s) research achievement and begin inputting proposal on ETHW. Proposer(s) obtain Section and OU sponsorship, financial commitment, and site owner permission.

⬇

ETHW sends autogenerated alert to Milestones Administrator. Administrator assigns docket number, enters proposal on Milestones Status Report, files letters of permission and sponsorship.

⬇

Within 1 month of substantial portion of proposal being entered on ETHW, Milestones Subcommittee Chair appoints advocate from current or former History Committee members, if no one has volunteered.

⬇

If proposal has supporting materials that are copyright-encumbered (i.e. cannot be posted on ETHW as part of proposal) , Proposer(s) email to Milestones Administrator who puts them on file and also forwards them to advocate.

⬇

Advocate works with proposer as needed to assist in completing the proposal. When proposal is complete, (including list of suggested reviewers, site owner permission letters, etc) proposer(s) submit it on ETHW.

⬇

Milestones Administrator updates Milestones Status Report on ETHW to reflect submission, and includes submission date.

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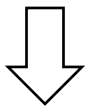
↓

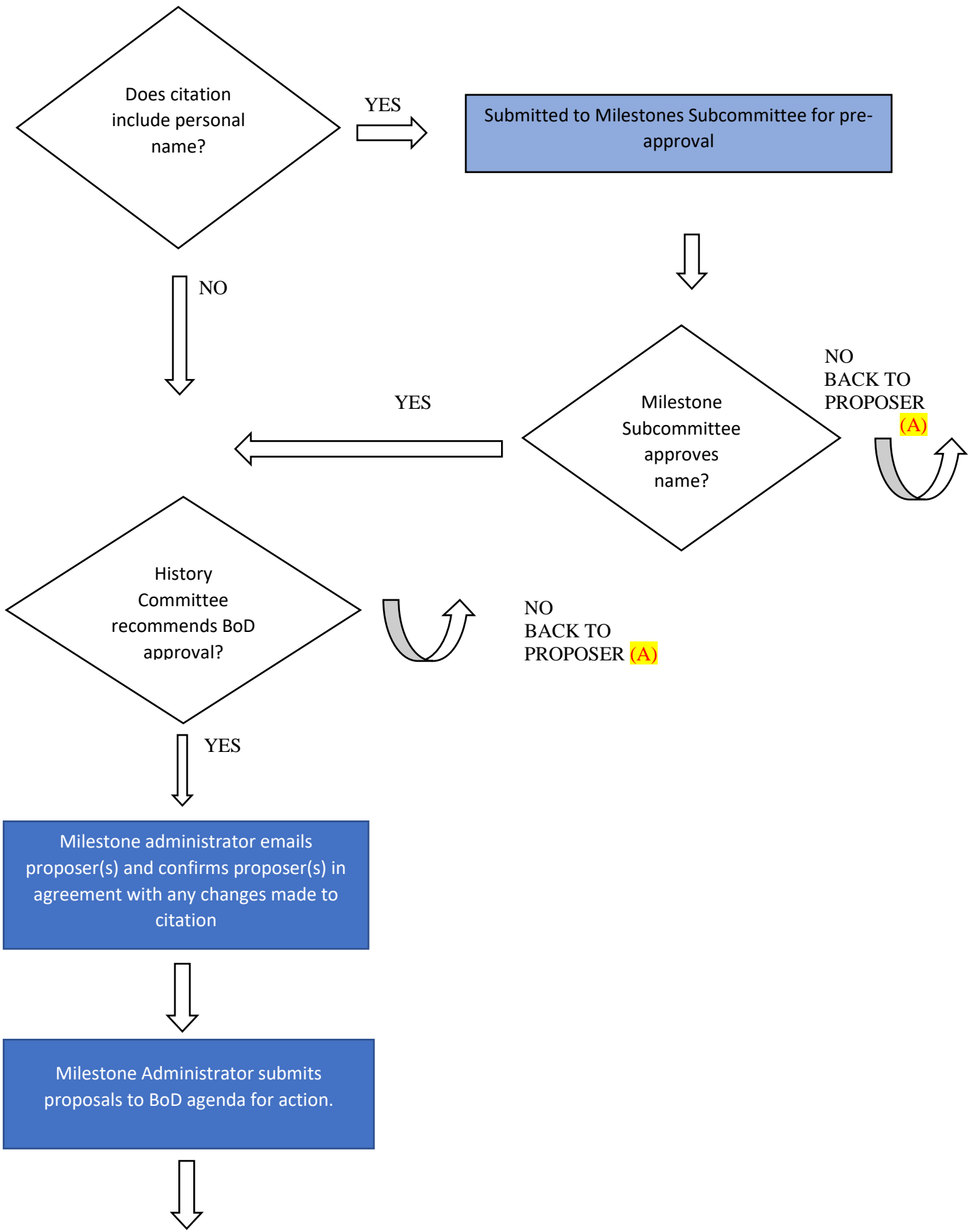Within 4 months of proposal submission, experts post reviews on discussion page of the proposal on ETHW.
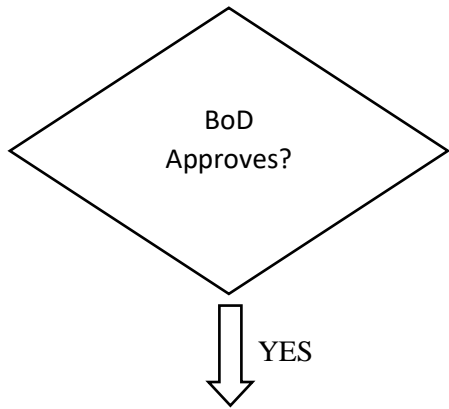
↓

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.

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(A) Advocate works with Proposer to craft citation

↓

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┌─────────────────────┐                          ┌──────────────────────────────────────┐
│   Does citation     │        YES               │  Submitted to Milestones Subcommittee │
│  include personal   │   ═════════▶             │         for pre-approval              │
│       name?         │                          └──────────────────────────────────────┘
└─────────────────────┘                                           │
                                                                  ▼
         │ NO                                              NO
         │                              YES          ┌─────────────────┐    BACK TO
         ▼                        ◀═══════════       │    Milestone    │    PROPOSER
┌─────────────────────┐                              │   Subcommittee  │      (A)
│      History        │                              │    approves     │   ↺
│     Committee        │                             │      name?      │
│  recommends BoD     │                              └─────────────────┘
│    approval?        │  ↺  NO
└─────────────────────┘     BACK TO
         │                  PROPOSER (A)
         │ YES
         ▼
┌──────────────────────────────────┐
│  Milestone administrator emails   │
│  proposer(s) and confirms         │
│  proposer(s) in agreement with    │
│  any changes made to citation     │
└──────────────────────────────────┘
         │
         ▼
┌──────────────────────────────────┐
│  Milestone Administrator submits  │
│  proposals to BoD agenda for      │
│  action.                          │
└──────────────────────────────────┘
         │
         ▼
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         ┌─────────────┐
        ╱               ╲                NO
       ╱   BoD           ╲                       (A)
       ╲   Approves?     ╱        ╮  ↱
        ╲               ╱         ╰─→   BACK TO PROPOSER, CCs to HISTCOM
         └─────────────┘                AND MILESTONES SUBCOM CHAIR
                │
                │ YES
                ▼
```

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.

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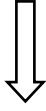Section(s) choose date of ceremony, invite guests, send plaque order form to Milestones Administrator

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                ▼
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Milestones Administrator invoices sponsoring OU treasurer

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                ▼
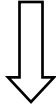```

Sponsoring OU pays History Center

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

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                ▼
```

Proposers approve foundry proof

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                ▼
```

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┌─────────────────────────────────────┐
│  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 │
└─────────────────────────────────────┘
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