

White Paper Development Lessons Learned

- Ensure that there is a written, accurate and full understanding of the background and definition of the exact focus of the requested document
 - Define what is the ultimate use of the White Paper and by whom?
 - Establish potential Audience(s) for the White Paper
- Ensure that within the committee's or Board's skill set there exists the necessary pool of knowledge and expertise to develop the fundamentals and specific details of the White Paper
- Solicit and Select Issue Managers with the necessary knowledge and understanding of the Task to be completed
- Obtain a list of the DOE and Contractor resources potentially available to assist the Issue Managers with obtaining answers to potential questions
- White Paper Development Process
 - Draft Outline and approve
 - Brain Storming Session or discussion within Committee to provide Issue Managers with input for initial draft
 - Detailed Outline and approval by Issue Managers
 - Generate 1st Draft and Comments
 - Use a facilitated process to control versions of the drafts
 - In-process check with Agencies to see if the draft version of the White Paper appears to meet their expectations/needs
 - Final Issue Manager version of White Paper to Committee for review
 - Committee review and approval, or back to Issue Managers to incorporate comments, repeat as needed
- Introduction of White Paper at Board Meeting
- Board Comment period
- Incorporate Board Comments and obtain approval by committee
- Approve at next Board Meeting and Issue