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