

Procedure

The procedure for providing input for the CSCG decks is:

Request for Input

The CSCG Meeting Coordinator sends out a request for input via email to all Project Managers, BCA, PWS, MEO, business unit competitive sourcing offices, and Implementation Team Leads, and Communication Representatives approximately 10-12 days before the CSCG meeting.

Providing Input

1. BCA, PWS, MEO, and Implementation Team Leads provide their inputs to their Project Manager.

- The previous month's brief is provided in the request for input email and may be used as a template for the current month's input. All new information to be used as input should be put in red font. That will make it is obvious as to what information is to be included in the new brief. Only information that is in red will be included in the new brief.

· Note: CSCG inputs should be limited to one page in length, no more than the executive bi-weekly summary.

Review.

- The "Next Steps" section should be reviewed and any necessary changes / deletions / additions to the Briefings Schedule dates should be provided.

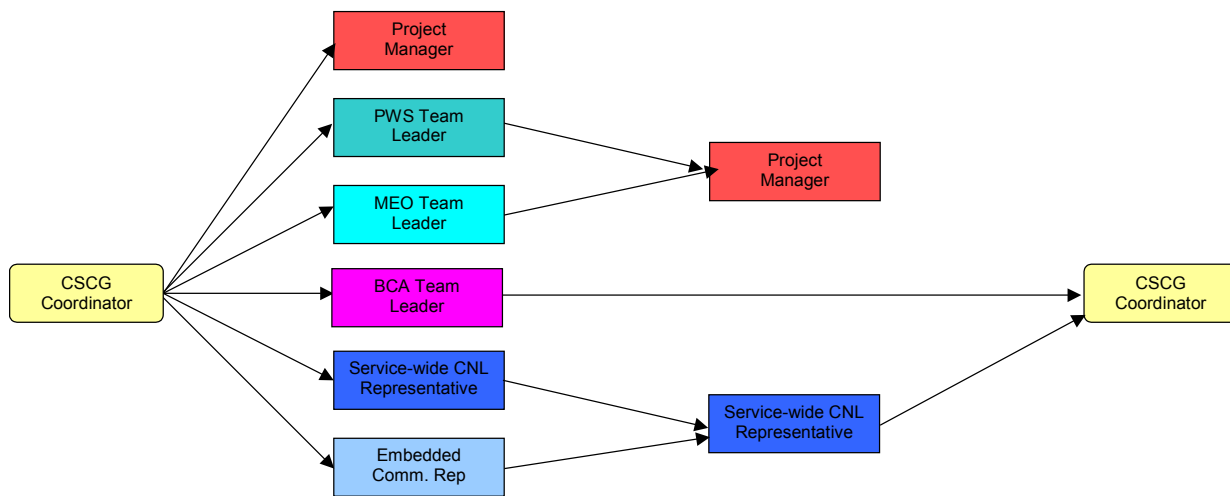
- The input is sent to the Project Manager for

2. The Project Manager consolidates the input from the BCA, PWS, MEO, and Implementation Team Leads and sends the input to the CSCG Meeting Coordinator by the due date designated in the request for input email.

· Note: If a Project Manager has not yet been assigned to a project, the BCA Team Leads follow the same procedures provided above except that they provide their input directly to the CSCG Meeting Coordinator.

Communications Input

1. Embedded Communications Representatives for each study team follow the same procedures as the BCA, PWS, MEO, and Implementation Team Leads listed above and provide their monthly inputs to the servicewide CNL Representative.
2. The servicewide CNL Representative consolidates the input from the Embedded Communications Representatives and sends the input to the CSCG Meeting Coordinator by the due date designated in the request for input email.



1. The CSCG Coordinator sends out email requesting input for the CSCG briefing deck.

2. The PWS Team Leader and the ATO send their inputs to their Project Manager. The Embedded Communications Rep sends his/her input to the Service-wide CNL Representative.

3. The Project Manager combines the PWS and AT information and sends it to the CSCG Coordinator. The Service-wide CNL Representative sends a consolidation of all Communication information to the CSCG Coordinator. The BCA Team Leader sends his/her input to the CSCG Coordinator.

**COMPETITIVE SOURCING
COORDINATION GROUP (CSCG)
STATUS REPORT**



**Internal
Revenue
Service**

[Meeting Date]

T A B L E O F C O N T E N T S

- I. OPENING REMARKS**
- II. MASTER SCHEDULE**
- III. COMMUNICATION PLANNING AND COMPETITIVE SOURCING PROGRAM OFFICE ACTIVITIES**
- IV. BCA/CS STUDY PROJECT STATUS**
 - Seat Management**
 - Campus Operations**
 - Area Distribution Centers**
 - Agency-Wide Shared Services**
 - Files Activities**
 - Transaction Processing Centers**
 - Tax Law Telephone**
 - Toll Free Telephone**
 - Learning & Education**
- V. NEXT STEPS**
- VI. WRAP UP/DISCUSSION**

[Project Name] Project Status [example]

Progress: [provide project progress in general terms]

- *[provide project progress in general terms]*
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Upcoming Events:

- *[list upcoming events]*
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Issues:

- *[list issues of importance that have arisen since the last meeting or update on issues that were presented at previous meetings]*
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Lessons Learned

- *[list Lessons Learned since the last meeting]*
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