

Work Team Initiation Process

- ❑ Work Team originator fills out Work Team Charge Worksheet and solicits a sponsor (if originator is not already the sponsor).
- ❑ Work Team originator submits worksheet to Work Team sponsor(s) for approval (if originator is not the sponsor).
- ❑ Work Team originator submits worksheet to chair of the Advisory & Accountability Committee for approval by AAC.
- ❑ The Advisory & Accountability Committee approves charge by majority vote.
- ❑ If rejecting the proposed charge, the AAC must provide feedback and suggestions as to how the proposed charge can be further revised to gain AAC approval.

NOTE: For the purpose of simplifying this document, all FLITE working groups, regardless of nomenclature, are referred to as “work teams.”

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