

Literature Committee Assessment Project (LAP) - Summary

November 2024

EXECUTIVE SUMMARY

The Board acknowledged the need to assess literature priorities and processes given that we had several open positions, works in progress, and limited resources. In May 2024, the Literature Committee Assessment Project team initiated a comprehensive review of the existing literature committee procedures and outstanding writing projects. We did this by concurrently inventorying three areas: Literature projects, Policies & Protocols, and Workflows.

Members of the Literature Committee Assessment Projects:

- Tamara P. - Project Manager, Board member
- Sue V., Ken R., Jim R. - Advisors, Board members
- Literature Committee
 - Literature Evaluation - Alaska Y.
 - Literature in Development - Chris H.

The expected outcomes are as follows:

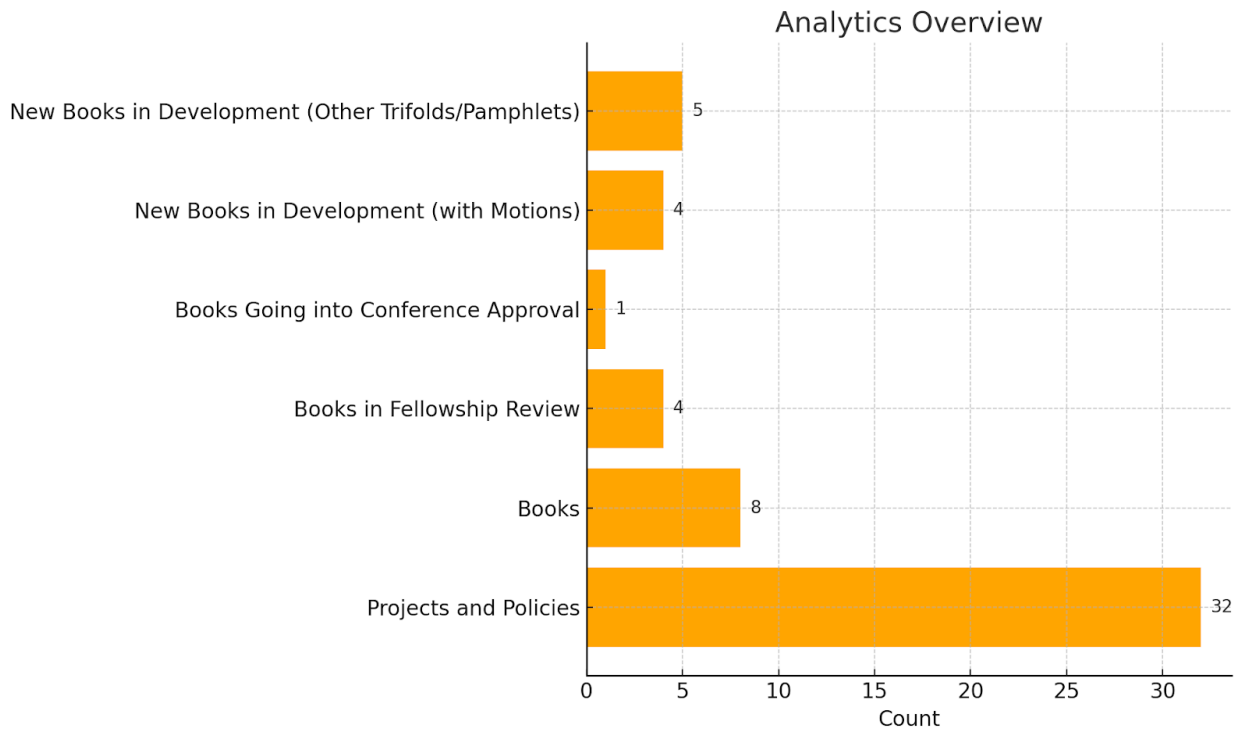
1. **Documented Workflow:** A comprehensive record detailing the entire literature process, from initial submission to final publication.
2. **Process Analysis and Recommendations:** An analysis of system components, including suggestions for process improvements.
3. **System Installation Guide:** A documented framework outlining the steps to implement the system for writing teams.
4. **Project Status Updates:** A progress report for each ongoing writing project, including projected timelines for completion.

DETAILED SUMMARY

Inventory

We first began by taking an inventory of existing writing projects, finding that there were eight books already published, four books in progress, two currently in Fellowship Review and two coming up for Fellowship Review in the near future, and moving towards being ready to go to Conference approval. Additionally there were 32 other projects and policies and five other tri-folds/pamphlets listed for development. (See graphics 1. Total Writing Projects and 2. Works in Progress below.)

1. Total Writing Projects - [Literature Projects/Items List](#)



2. Works in Progress

Category	Title/Description	Motion Reference
Fellowship Review	A New Hope	
	LPG	
In Publishing Design	Connections	
Books in Development	RSG	Motion: ABC 2018-03
	LPG-DR	Motion: ABC 2020-03
	ACA Essentials	Motion: ABC 2024-06
	Boundaries	Motion: ABC 2020-04
	BRB Revisions	Motion: ABC 2021-02

Communication/Engagement with Literature volunteers

We then designed a plan to open communication with current literature volunteers, whether participants in committees/subcommittees or those involved in author teams.

1. All Literature Meeting with Literature Volunteers and Writing Teams

We invited all literature volunteers to a discussion where we explained the scope and goals of the Literature Assessment Project and the supports that will be available to them through the LAP project. These include the Literature in Development (LitDev) committee, chaired by Chris H. The LitDev committee will meet regularly with all writing teams to walk with them through the process of defining their scope and project plan, giving them access to technology such as Zoom, a project-specific Gmail address, Google drives, Slack channels, and others. The support provided by the LitDev committee will complement the support already provided by the Literature Evaluation (LitEval) committee, which guides each project into the Literature process from inception to publication.

2. Literature in Development

The next steps will include a meeting schedule that meets regularly with each of the writing teams to assist in their needs and provide status updates to the Board, Fellowship, and Conference (ABC). We have started meeting with author teams: Loving Parent Guidebook - Daily Reader (LPG-DR) and ACA Essentials

- LPG post-Fellowship review
- ACA Essentials
- BRB Revision
- Loving Parent Guidebook - Daily Reader (LPG-DR)
- Connections
- Boundaries

Procedures & Protocols

Lastly, we took inventory of the committees and subcommittees, both the open and filled roles, the existing documented procedures, and the technology in place to support those procedures. These inventories will allow us to understand where gaps need to be filled.

3. Existing Committee Structure
 1. Literature Chair role - Open
 2. Subcommittees
 1. Comline - Bradford H.
 2. Language - Alexandra E.
 3. Literature in Development - Chris H.
 4. Literature Evaluation - Alaska Y.
 5. Spiritual Inclusion - TBD

We are starting to review the structure and have determined that the author teams will be supported by Literature in Development. The chair role will require project management experience, there are no current volunteers. Chris and Alaska are filling that role in conjunction with the lit assessment project leader. We will be consulting with the other subcommittees.

4. Procedures & Protocols
 1. Technology
 2. Review existing procedures and procedures that have been proposed and are not approved yet
 3. Document gaps between any workflows

In conclusion, we are dedicated to enhancing the work of the Literature Committee and are deeply grateful to all the volunteers who contribute to its ongoing success.