



Suggested Timeline for Successful RCP Completion

18 Months Prior to Due Date:

- TAG officers and Steering Committee (SC) members review current RCP, focusing on:
 - Previously reported status of SSP programs in relation to current status
 - Gather current data on status from SSP coordinators, advisors, population biologists as appropriate.
 - Modifying or updating TAG strategic plan or action plan SMAART goals and objectives based on progress.
- TAG officers and SC members develop and initiate Space Assessment process.

12 Months Prior to Due Date

- TAG Officers and SC members review SMAART goals for SSPs and work with SSP coordinators to update progress on those goals and/or amend goals as appropriate.
 - Particular attention should be focused on Provisional SSPs and whether required progress has been made to maintain SSP status.
- For TAGs with large numbers of SSPs or potential SSPs, initiate Viability Analysis worksheet completion in consultation with Program Leaders, Population Biologists, SPMAG TAG liaison, or others as appropriate. Initiate Secure Species assessments as appropriate.
- Complete Space Assessment process if not already completed.
- Schedule conversations with TAG SPMAG liaison as appropriate to help in decision making.
- Program Leaders initiate process of updating species fact sheets for RCPs.
- TAG Chair creates and disseminates list of writing assignments by other officers, SC members, SSP coordinators, and advisors for various parts of the RCP.
 - Includes decisions on what optional elements (e.g. position statements, guidelines, etc.) the TAG wishes to include in the RCP.
 - Expectation is that all writing assignments are completed by 6 months prior to RCP due date.

6 Months Prior to Due Date

- TAG Officer(s)/SC Member(s) collate material.
- Any remaining Viability Assessments are completed, including re-assessments for Secure SSPs.

3 Months Prior to Due Date

- All RCP material is formatted and/or inserted into RCP template.
- Drafts of full RCP are shared with all SSP coordinators, SC members, officers, and APM TAG liaison for review.
- Update any viability assessments as needed based on new data.

1 Month Prior to Due Date

- TAG officers incorporate feedback from draft RCP reviews to produce final draft.
- Final draft is shared with APM TAG Liaison for final review.

Due Date

- TAG Chair submits final draft of RCP to AZA office.
- AZA posts RCP to IR network for 30-day review.

30-60 days After Due Date

- TAG incorporates feedback from IRs and produces a final RCP draft for review by APM.
- TAG submits final draft RCP to AZA office for APM Committee Review.

Within 30 days after Final Draft Submission

- TAG receives a letter from AZA office with required and suggested edits and questions for the TAG on the RCP.

Within 30 days after review feedback letter is received

- TAG submits revised RCP and letter indicating responses to all required and optional suggested edits and answers to questions.

Within 1-2 weeks from revised RCP submission

- TAG is notified of approval status of RCP and approved RCP is posted on the AZA website and TAG has authority to manage its programs for the next 5 years.