**Annual Report of PTI Committee Activities**

 **(To be placed on the committee’s agenda for the fall meeting)**

|  |  |
| --- | --- |
| Committee |  |
| Chair |  | Date |  |

1. List the progress on goals of your committee during last year:

|  |  |
| --- | --- |
| **Current Year Goals** | **Progress** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

1. List at least three goals for the upcoming year. Note – all goals are subject to TAB/CAB Approval:

|  |  |
| --- | --- |
| **Upcoming Year Goals**(New documents, revisions of documents, convention presentations or sessions, PTI Journal case studies, research proposals, PT Treasures or Technical Papers, etc.) | **Tasks Champion /** **Expected Completion Date** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |

1. Report detailed progress on already approved document revisions / new documents / technical sessions / PTI *JOURNAL* Contributions / certification program development, etc.:

| **Title** | **Progress in Last 12 Months** | **Task Champion / Expected Completion Date** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. List new and updated documents you expect to submit to TAB/CAB for review in the next 12 months:

| **Document Title** | **Document Champion /** **Expected Completion Date** |
| --- | --- |
|  |  |
|  |  |
|  |  |

1. List old documents needing revision.

| **Document Number / Title** | **Notes** | **Task Champion / Expected Completion Date** |
| --- | --- | --- |
|  |  |  |
|  |  |  |

1. List subjects for FAQs and / or TNs that would reflect “PTI Position” on issues

| **Subject** | **Notes** | **Task Champion / Expected Completion Date** |
| --- | --- | --- |
|  |  |  |
|  |  |  |

1. List Technical Session ideas

| **Topic / Brief Synopsis** | **Presenter** |
| --- | --- |
|  |  |
|  |  |

1. List PTI *JOURNAL* article ideas

| **Topic / Brief Synopsis** | **Author** |
| --- | --- |
|  |  |
|  |  |

1. List any liaisons or scope conflicts with other committees in PTI or other organizations:

|  |
| --- |
|  |

1. List anything you need from PTI Staff:

|  |
| --- |
|  |

Please return completed report to:

|  |  |  |
| --- | --- | --- |
| Technical Committees (TAB, DC or M Committees) | Certification Committees (CAB, CRT Committees) | Board level Committees |
| Tim Christle | Miguel Zuniga | Tim Christle |
| tim.christle@post-tensioning.org  | miguel.zuniga@post-tensioning.org  | tim.christle@post-tensioning.org  |