**Annual Report of PTI Committee Activities**

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

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

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

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| --- | --- |
| **Current Year Goals** | **Progress** |
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1. List at least three goals for the upcoming year. Note – all goals are subject to TAB/CAB Approval:

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| --- | --- | --- |
| **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** |
| --- | --- | --- |
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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** |
| --- | --- |
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1. List old documents needing revision.

| **Document Number / Title** | **Notes** | **Task Champion / Expected Completion Date** |
| --- | --- | --- |
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1. List subjects for FAQs and / or TNs that would reflect “PTI Position” on issues

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

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| --- |
|  |

1. List anything you need from PTI Staff:

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| --- |
|  |

Please return completed report to:

|  |  |  |
| --- | --- | --- |
| Technical Committees  (TAB, DC or M Committees) | Certification Committees  (CAB, CRT Committees) | Board level Committees |
| Tim Christle | Amy Dowell | Tony Johnson |
| [tim.christle@post-tensioning.org](mailto:tim.christle@post-tensioning.org) | [amy.dowell@post-tensioning.org](mailto:amy.dowell@post-tensioning.org) | [tony.johnson@post-tensioning.org](mailto:tony.johnson@post-tensioning.org) |