

Thrust Team Management Elements

1. Meetings are at your discretion and direction
 - a. Meet where you want
 - b. Meet when you want

2. Chairmen of Thrust Teams
 - a. Provide guidance on thrust team approach and considerations
 - i. Avoid going too far out of scope, it will consume your available time with limited return
 - b. Is an industry representative
 - i. Can solicit further input from additional participants, if warranted
 - ii. Provides the needed business outlook
 - iii. Expected to have a considerable hand in the penning of the final report

3. Deputy Chairmen of Thrust Groups
 - a. Provides the continuity, logistics support and group assistance, as appropriate
 - b. Is the go-to person to keep things organized and on schedule
 - c. Collects “messages/feedback, etc.” and assists Chair in decision process
 - d. Comes from the Not-For-Profit Sector, provides a measured and different view towards exercise

4. Group Participants
 - a. Nominated by their organizations for their capability.
 - i. A good place to stretch and grow!
 - b. Expected to participate throughout in this exercise
 - c. Notionally this is a 40 hour assignment
 - i. Need to be efficient with your time to make best use of resources allocated
 - d. Pitch in where you best can – generating ideas, researching technology streams, preparing draft reports
 - i. Work to your strengths

5. Meeting Management

- a. Schedule meetings weekly, until first report
 - i. 2 hours max, hopefully nearby to all participants
 - ii. Interim activities to be assigned and completed between meetings
 - iii. Let Chairman manage the agenda, don't get distracted with side issues
 - iv. Stay on course; you are trying to manage time as a critical resource here. Out of scope elements will be a distraction for you and will reduce impact of final report.

6. Working Group Deliverables

- a. Identification of Critical Technologies List – by May 15th
- b. First Report to Steering Committee – June 15th or so
- c. Critical Technologies Reports and 1st Draft by June 15th
- d. Working Group Report - Edits complete and report submitted by Sept 20
 - i. Use format provided
 - ii. Use examples provided for guidance
 - iii. 4 – 12 pages max
 - iv. Report needs to be readable by non-aerospace person

7. Role of Steering Committee

- a. To receive regular feedback on progress
- b. If there are continuous absences in your committees, let us know
 - i. May need to appoint others to fill in
- c. See SC Secretariat if you have logistics challenges, need materials, etc.
 - i. Convert final Working Group report into Final Report format
- d. If you can't find meeting space, we can!