

# PWG Press Release Review Process Policy : PWG Policy

## Abstract

This PWG policy document defines the actors and process for reviewing PWG press releases. This PWG policy document is available in the following locations:

- <https://ftp.pwg.org/pub/pwg/general/process/pwg-press-release-review-policy.pdf>
- <https://ftp.pwg.org/pub/pwg/general/process/pwg-press-release-review-policy-20200908.adoc>
- <https://ftp.pwg.org/pub/pwg/general/process/pwg-press-release-review-policy-20200908.pdf>

## 1. Press Release Process

### 1.1. Actors

#### Chair

PWG Chair

#### PR Manager

PWG Public Relations Manager

#### SC

PWG Steering Committee

#### SME

Subject Matter Expert

### 1.2. Process

1. PR Manager, Chair and 1-3 SMEs set scope and target audience expectations.
2. PR Manager, Chair and 1-3 SMEs create a press statement initial draft.
3. Chair brings press statement initial draft to SC.
4. SC evolves the draft press statement to a stable state ready for final editorial review.
5. PR Manager comes back to assist with final editorial review.
6. SC approves press statement for release.
7. PR Manager releases the press statement to the various channels appropriate for the target audience.