

PROJECT PLAN v 1.5  
12-9-15

PROJECT: MTC Outreach to Taxpayers and Practitioners

PROJECT TEAM: To Be Determined

STAFF: To Be Determined

FACILITATOR: To Be Determined

PROJECT DESCRIPTION: The purpose of this project is to develop a systematic process for reaching out to taxpayers and SALT practitioners to facilitate the Commission's awareness of tax compliance issues of concern to taxpayers. The project will include development of recommended processes for addressing identified taxpayer concerns.

TARGET COMPLETION DATE: July 1, 2016

HIGH-LEVEL PROJECT TIME LINE:

- December 2015 – Identify team members
- January 2106 – First team meeting (teleconference). Review project description and project plan and make needed changes. Discuss research tools to use – email survey; telephone survey; in-depth interviews; who to contact; questions to be asked. Assign tasks.
- February 2016 – Conduct research.
- March 2016 – Team meeting (teleconference). Report and discuss preliminary findings.
- April 2016 – Discuss research findings and develop preliminary conclusions.
- May 2016 – Develop recommendations to MTC Steering Committee.
- June 2016 – Approve final report to MTC Steering Committee.

Estimated total time commitment for team members: 18 to 20 hours