

Appendix A

Process and Timeline for Task Force Development of Manuscript

Date	Action	Notes
November 2020	Appointment of Taskforce Co-Chairs	Appointment from SCCM president
December 2020	Co-Chairs met with SCCM president to discuss the charge and deliverables	
December 2020	Discussion of council proposed taskforce members	Chairs identified gaps in taskforce and proposed additional suggested for council approval
December 2020	Co-Chairs begin discussions on how to outline manuscript	
February 2021	Taskforce members selected and approved by Council and official appointments completed	
March 2021	Co-Chair meeting convened with SCCM president-elect to	

	discuss charge and outline next steps.	
March 2021	Thought-gathering survey created and completed by taskforce members	Goal to collect initial thoughts of the taskforce members prior to first meeting. These thoughts would serve as foundational concepts to be discussed at first taskforce meeting. Some survey results are also included in Appendix B.
March 2021	First taskforce meeting occurs	Charge outlined and discussed as a group. Brainstorming begins. Group also identifies a need to include a patient as part of the taskforce to incorporate the patient perspective.
April 2021	Second taskforce meeting occurs	Subcommittees form by self-identified areas of expertise. Additional taskforce member

		(patient perspective) added to group.
April 2021	First imagined patient case created and sent to group for consideration	Subcommittees use case as a starting point to imagine potential future patient care scenarios through the lens of their subcommittee expertise.
April 2021	Third Taskforce Meeting	Discussion of case and additional thoughts to add and expand innovation throughout case. Additional topics identified.
May 2021	Timeline of deliverables completed	
June 2021	Final subcommittees created. Subcommittees meet and discuss content.	
July 2021	Subcommittees submit initial drafts of content to be included in final draft.	

July - September 2021	Co-Chairs actively integrate content from subcommittees and edit content into single manuscript.	
September 2021	Final draft manuscript goes to all taskforce members for editing.	Edits and additions received by co-chairs are integrated into manuscript.
September 2021	Final draft of manuscript delivered to SCCM Council for approval.	Additional suggestions from SCCM Council are added into manuscript for final draft. Manuscript approved by council
October 2021	Manuscript submitted to <i>Critical Care Medicine</i> .	