

THE FAST TRACK PROCESS

At the discretion of Mark and the team leader, investigations can enter the Fast Track. These are usually pretty obvious stories -- including off-the-news and competitive situations. They also will apply to stories with tight timelines (The Recall election is an example). **One important caution:** This is not a substitute for our normal process and we need to guard against over-using the Fast Track. To that end, Ken and Jeff will be apprised whenever we decide to move on the Fast Track. Mark will designate an appropriate team leader to run each Fast Track investigation if overlapping neighborhoods are involved. It is the team leader's job to run the story, to schedule regular checkpoints and to make sure the checklist is followed. Checkpoints can occur a couple times a day in small groups. More formal "touchbase" meetings occur with Mark and the team. It is Mark's job to make sure we are meeting our investigative standards. Depending on the story, these meetings will substitute for a checkpoint.

Sign off for Fast Track investigations is expedited.

1. Like all our investigations, one team leader or senior team leader is designated to run the investigation and has the first level of sign off.

2. The story typically needs to be vetted by Register legal Counsel. This vetting is to be handled by the team leader in consultation with Mark.

3. Once the team leader is satisfied with the story and it has been vetted, it goes to Mark, Ken and Jeff for final sign off. (Typically, Mark will be closely collaborating with the team leader on earlier drafts to keep things moving as quickly as possible.)

4. Ken, Jeff and Mark are expected to read the story as soon as possible. Any feedback from Ken and Jeff is funneled through Mark. Changes are made and run by Grossberg if necessary. **Section leaders can be tapped by Mark as consultants on the story, but they do not have formal sign off**

