## Annual Report Preparation

5/7/16 created by QuickPlan for OSX

WBS	TASK	START	FINISH	DAYS	% COMP.	CONTACT LABOR CO ICON	May 2016 Jun 2016   24 01 08 15 22 29 05 12 19
		Thu, Apr 28, 2016	Fri, Jun 24, 2016	42	1%	\$584	$\diamond  \diamond  \diamond$
1	Perform Initial Planning	Thu, Apr 28, 2016	Thu, May 5, 2016	6	18%	\$40	Perform Initial Planning
1.1	Review project file/lessons learned from last year's Annual Report process	Thu, Apr 28, 2016	Thu, Apr 28, 2016	1		\$8	Review project file/lessons learned from last year's Annual Report process
1.2	Confirm changes, if any, to financial reporting requirements	Fri, Apr 29, 2016	Fri, Apr 29, 2016	1		\$8	Confirm changes, if any, to financial reporting requirements
1.3	Identify Annual Report Theme and Section Requirements	Sat, Apr 30, 2016	Sat, Apr 30, 2016	0			Identify Annual Report Theme and Section Requirements
1.4	Confirm other sections to be added or removed	Tue, May 3, 2016	Tue, May 3, 2016	1		\$8	Confirm other sections to be added or removed
1.5	Confirm SEC filing and Annual Report Checkpoints	Wed, May 4, 2016	Wed, May 4, 2016	1	92%	\$8	Confirm SEC filing and Annual Report Checkpoints
1.6	Selection of Internal Auditors	Thu, May 5, 2016	Thu, May 5, 2016	1		\$8	Selection of Internal Auditors
1.7	Initial Planning Complete	Thu, May 5, 2016	Thu, May 5, 2016	0			Initial Planning Complete
2	Design Annual Report	Fri, May 6, 2016	Fri, May 13, 2016	6		\$40	Design Annual Report
2.1	Assign resources to preliminary design	Fri, May 6, 2016	Fri, May 6, 2016	1		\$8	Assign resources to preliminary design
2.2	Develop preliminary design and information requirements	Sat, May 7, 2016	Sat, May 7, 2016	0			Develop preliminary design and information requirements
2.3	Evaluate/Confirm Report Distribution Mechanisms	Tue, May 10, 2016	Thu, May 12, 2016	3		\$24	Evaluate/Confirm Report Distribution Mechanisms
2.3.1	Evaluate/confirm Annual Report design and communications vendor(s)	Tue, May 10, 2016	Tue, May 10, 2016	1		\$8	Evaluate/confirm Annual Report design and communications vendor(s)
2.3.2	Evaluate/confirm corporate Web site design and integration requirements	Wed, May 11, 2016	Wed, May 11, 2016	1		\$8	Evaluate/confirm corporate Web site design and integration requirements
2.3.3	Evaluate/confirm Annual Report production and mailing vendor(s)	Thu, May 12, 2016	Thu, May 12, 2016	1		\$8	Evaluate/confirm Annual Report production and mailing vendor(s)
2.3.4	Report Distribution Mechanisms Confirmed	Thu, May 12, 2016	Thu, May 12, 2016	0			Report Distribution Mechanisms Confirmed
2.4	Plan/confirm production schedule	Fri, May 13, 2016	Fri, May 13, 2016	1		\$8	Plan/confirm production schedule
2.5	Annual Report Design Complete	Fri, May 13, 2016	Fri, May 13, 2016	0			Annual Report Design Complete
3	Define SEC 10-K and Proxy Documentation Production Schedules	Sat, May 14, 2016	Wed, May 18, 2016	3		\$16	Define SEC 10-K and Proxy Documentation Production Schedul
3.1	Plan/confirm 10-K production schedule	Sat, May 14, 2016	Sat, May 14, 2016	0			Plan/confirm 10-K production schedule
3.2	Plan/confirm Proxy Statement production schedule	Tue, May 17, 2016	Tue, May 17, 2016	1		\$8	Plan/confirm Proxy Statement production schedule
3.3	Identify process steps required to meet production sche	Wed, May 18, 2016	Wed, May 18, 2016	1		\$8	Identify process steps required to meet production schedule
3.4	SEC 10-K and Proxy Documentation Production Schedules Complete	Wed, May 18, 2016	Wed, May 18, 2016	0			SEC 10-K and Proxy Documentation Production Schedules Cor
4	Develop Annual Report	Thu, May 19, 2016	Fri, Jun 17, 2016	22		\$208	Develop Annual Report
4.1	Develop Theme production components	Thu, May 19, 2016	Fri, May 27, 2016	7		\$48	Develop Theme production components
4.1.1	Schedule and hold Theme development sessions	Thu, May 19, 2016	Thu, May 19, 2016	1		\$8	Schedule and hold Theme development sessions
4.1.2	Gather Theme statistics/validate Theme messages	Fri, May 20, 2016	Fri, May 20, 2016	1		\$8	Gather Theme statistics/validate Theme messages

Zuick Plan

WBS	TASK	START	FINISH	DAYS % COMP. CONTACT	LABOR CO ICON	May 201			n 2016
		Thu, Apr 28, 2016	Fri, Jun 24, 2016	42 1%	\$584	24 01 08 15	22 29	05 12	19
4.1.3	Interview Theme Stakeholders	Sat, May 21, 2016	Sat, May 21, 2016	0			Interview Theme Sta	akeholders	
4.1.4	Develop initial Theme section writeups	Tue, May 24, 2016	Tue, May 24, 2016	1	\$8			Theme section write	eups
4.1.5	Schedule Theme Photo and Web Site Design Sessions	Wed, May 25, 2016	Wed, May 25, 2016	1	\$8			eme Photo and Web	
4.1.6	Validate Theme facts	Thu, May 26, 2016	Thu, May 26, 2016	1	\$8		Validate Th		
4.1.7	Finalize Theme design and writeups with executive	Fri, May 27, 2016	Fri, May 27, 2016	1	\$8			neme design and wr	iteups with exec
	leadership	111, Way 27, 2010	111, Way 27, 2010		ΨŬ				
4.1.8	Theme production complete	Fri, May 27, 2016	Fri, May 27, 2016	0			Theme p	roduction complete	
4.2	Develop Letter to the Shareholders	Sat, May 28, 2016	Fri, Jun 17, 2016	15	\$32	Develop Letter to th	e Shareholders		
4.2.1	Plan interview with Chairman/CEO	Sat, May 28, 2016	Sat, May 28, 2016	0			Plan inte	erview with Chairman	
4.2.2	Conduct Interview	Tue, May 31, 2016	Tue, May 31, 2016	1	\$16		Gol	nduct Interview	
4.2.3	Build and review letter	Wed, Jun 1, 2016	Wed, Jun 1, 2016	1	\$8		Б	uild and review lette	r
4.2.4	Review letter in context with audited financial results	Fri, Jun 17, 2016	Fri, Jun 17, 2016	1	\$8	Revi	ew letter in con <mark>text with a</mark>	udited financial rest	itte
4.2.5	Letter to the Shareholders Complete	Fri, Jun 17, 2016	Fri, Jun 17, 2016	0			Le <mark>tter to the</mark>	Shareholders Comp	lete
4.3	Define Public and Investor Relations Focused Compo	Fri, Jun 3, 2016	Fri, Jun 17, 2016	11	\$128	Define Public and Investor Relation	ns Focused Components		
4.3.1	Set PR and IR Milestones	Fri, Jun 3, 2016	Fri, Jun 3, 2016	1	\$8			Set PR and IR Mile	stones
4.3.1.1	Define major PR and IR milestones (alignment with deliverables)	Fri, Jun 3, 2016	Fri, Jun 3, 2016	1	\$8			Define major PR a	nd IR milestones
4.3.2	Develop Public Relations Messaging	Fri, Jun 3, 2016	Wed, Jun 8, 2016	4	\$32	Develop Pu	blic Relations Messaging		
4.3.2.1	Define PR messaging for inclusion in Annual Report	Fri, Jun 3, 2016	Fri, Jun 3, 2016	1	\$8	Define PR messaging for i	nclusion in Annual Report		
4.3.2.2	Define PR messaging about Financial Results	Sat, Jun 4, 2016	Tue, Jun 7, 2016	2	\$16	Define PR messag	ing about Financial Result	5	
4.3.2.3	Refine distribution channels and timeline	Wed, Jun 8, 2016	Wed, Jun 8, 2016	1	\$8	Refine	distribution channels and	timeline	
4.3.3	<b>Develop Investor Relations Messaging</b>	Fri, Jun 3, 2016	Fri, Jun 17, 2016	11	\$88	Develop Inve	stor Relations Messaging		
4.3.3.1	Define IR messaging for Annual Report	Fri, Jun 3, 2016	Mon, Jun 6, 2016	2	\$16	Define IR mes	saging for Annual Report		
4.3.3.2	Define IR messaging about Financial Results	Tue, Jun 7, 2016	Wed, Jun 8, 2016	2	\$16	Define IR me	essaging about Financial R	esults	
4.3.3.3	Confirm distribution lists and channels for Annual Report reporting	Thu, Jun 9, 2016	Fri, Jun 10, 2016	2	\$16	Confirm distribution lists and ch	nannels for Annual Report	reporting	
4.3.3.4	Obtain financial results from CFO	Fri, Jun 17, 2016	Fri, Jun 17, 2016	1	\$8		Obtain fina	ancial results from C	FO
4.3.3.5	Confirm mailing list acquisition and distribution process for shareholders	Fri, Jun 3, 2016	Wed, Jun 8, 2016	4	\$32			Confirm n	nailing list acqui
4.3.3.5.1	Confirm institutional distribution list/process	Fri, Jun 3, 2016	Fri, Jun 3, 2016	1	\$8	Confirm institutiona	I distribution list/process		
4.3.3.5.2	Confirm brokerage distribution list/process	Sat, Jun 4, 2016	Mon, Jun 6, 2016	1	\$8	Confirm brokera	ge distribution list/proces	\$ <b></b> _	
4.3.3.5.3	Confirm individual investor distribution list/process	Tue, Jun 7, 2016	Tue, Jun 7, 2016	1	\$8	Confirm individual i	nvestor distribution list/pi	ocess	
4.3.3.5.4	Confirm corporate Web site update/format/posting process	Wed, Jun 8, 2016	Wed, Jun 8, 2016	1	\$8	Confirm corporate Web si	te update/format/posting	process	
4.3.3.5.5	Posting & Distribution Process Confirmation Com	Wed, Jun 8, 2016	Wed, Jun 8, 2016	0		Posting & Distribution	on Process Confirmation C	complete	
4.3.4	Public and Investor Relation Message Development & Planning Complete	Wed, Jun 8, 2016	Wed, Jun 8, 2016	0				Public ar	nd Investor Relat

WBS	TASK	START	FINISH	DAYS	% COMP
		Thu, Apr 28, 2016	Fri, Jun 24, 2016	42	1%
5	Perform Financial Closing Activities	Thu, May 19, 2016	Fri, Jun 17, 2016	22	
5.1	Define Financial Review Components and Related SEC Document Scheduling	Thu, May 19, 2016	Wed, May 25, 2016	5	
5.1.1	Develop Financial Close Schedule	Thu, May 19, 2016	Thu, May 19, 2016	1	
5.1.2	Develop and Confirm External Audit Review Schedule	Fri, May 20, 2016	Fri, May 20, 2016	1	
5.1.3	Identify/Assign resources to develop and confirm Financial Statements and notes	Sat, May 21, 2016	Sat, May 21, 2016	0	
5.1.4	Identify/Assign resources to develop and confirm 10-K Section	Tue, May 24, 2016	Tue, May 24, 2016	1	
5.1.5	Identify/Assign resources to develop and confirm Proxy Statement Section	Wed, May 25, 2016	Wed, May 25, 2016	1	
5.1.6	Financial Review and Related SEC document scheduling complete	Wed, May 25, 2016	Wed, May 25, 2016	0	
5.2	Perform Financial Close	Thu, May 26, 2016	Sat, May 28, 2016	2	
5.2.1	Close out fiscal year books	Thu, May 26, 2016	Thu, May 26, 2016	1	
5.2.2	Perform review and approval of financial adjustments (Accruals and reserves)	Fri, May 27, 2016	Fri, May 27, 2016	1	
5.2.3	Develop financial results for inclusion in Annual Report, 10-K and Proxy Statement	Sat, May 28, 2016	Sat, May 28, 2016	0	
5.2.4	Financial Close and Results Complete	Sat, May 28, 2016	Sat, May 28, 2016	0	
5.3	Develop Financial Statement Notes and SEC Documents	Tue, May 31, 2016	Thu, Jun 2, 2016	3	
5.3.1	Draft Notes to Financial Statements	Tue, May 31, 2016	Tue, May 31, 2016	1	
5.3.2	Draft 10-K	Wed, Jun 1, 2016	Wed, Jun 1, 2016	1	
5.3.3	Draft Proxy Statement information	Thu, Jun 2, 2016	Thu, Jun 2, 2016	1	
5.3.4	Financial Statement Notes and SEC document drafts Complete	Thu, Jun 2, 2016	Thu, Jun 2, 2016	0	
5.4	Perform External Audit	Sat, Jun 11, 2016	Thu, Jun 16, 2016	4	
5.4.1	Conduct Foreign and Subsidiary Financial Audits	Sat, Jun 11, 2016	Sat, Jun 11, 2016	0	
5.4.2	Conduct Corporate Financial Audit	Tue, Jun 14, 2016	Tue, Jun 14, 2016	1	
5.4.3	External Audit Complete	Tue, Jun 14, 2016	Tue, Jun 14, 2016	0	
5.4.4	Review and Finalize Audit Results with Audit Committee	Wed, Jun 15, 2016	Wed, Jun 15, 2016	1	
5.4.5	Sign off on Financial Statements/Obtain Senior Management Certifications	Thu, Jun 16, 2016	Thu, Jun 16, 2016	1	
5.4.6	External Audit Complete	Thu, Jun 16, 2016	Thu, Jun 16, 2016	0	
5.5	Perform Internal Legal Review	Fri, Jun 3, 2016	Fri, Jun 10, 2016	6	
5.5.1	Coordinate and review key significant events for inclusion in Annual Report	Fri, Jun 3, 2016	Fri, Jun 3, 2016	1	
5.5.2	Coordinate and review key significant events for inclusion in 10-K	Sat, Jun 4, 2016	Sat, Jun 4, 2016	0	

_	CONTACT	CONTACT LABOR CO ICO		May 2016					Jun 2016					
IP.	CONTACT	LABOR CO	ICON	24	01	08	15		22		29	05	12	19
		\$584							•					
		\$184							Perfo	rm F	inancial Clo	osing Activit	ies	
		\$40							[	Defin	ne Financial	Review Con	nponents ar	nd Related SI
		\$8						Dev	velop Fi	nanc	cial Close So	chedule		
		\$16					(	Ð	evelop a	and	Confirm Ext	ernal Audit	Review Sch	edule
								4	ldentify	/Ass	ign resourc	es to develo	p and confi	rm Financial
		\$8							Hde	entify	y/Assign res	sources to d	evelop and	confirm 10-I
		\$8							4	dent	ify/Assign r	esources to	develop ar	nd confirm P
									4	Fina	incial Revie	w and Relate	ed SEC doci	ument schec
		\$16									Perform Fir	ancial Close	e	
		\$8							4	Elo	se out fisca	l year books	6	
		\$8							4	P	erform revie	ew and appr	oval of finar	ncial adjustm
										4	Develop fin	ancial result	s for inclus	ion in Annua
										4	Financial (	Close and Re	esults Comp	olete
		\$24									De	velop Finan	cial Statem	ent Notes ar
		\$8									Draft	Notes to Fir	ancial State	ements
		\$8									Draf	t 10-K		
		\$8									<b>Dra</b>	aft Proxy Sta	atement info	ormation
											<b>Fi</b>	nancial Stat	ement Note	s and SEC d
		\$48								P	erform Exte	rnal Audit		
						C	onduct F	oreig	n and S	ubsi	diary Finano	cial Audits	$\overline{)}$	
		\$8							Con	duct	t Corporate	Financial Au	Idit	
											External	Audit Comp	lete	
		\$24				Re	eview an	d Fina	alize Aud	dit R	esults with	Audit Comm	ittee	
		\$16			Sign off	on Financia	al Staten	nents/	Obtain S	Seni	or Manager	nent Certific	ations	
		\$40					Perfe	orm In	ternal L	.egal	Exter Review	nal Audit Co	mplete	
		\$8										coordinate a	nd review k	ey significan
											4	Coordinate	and review	key significa

WBS	TASK	START	FINISH	DAYS % COMP. CONTACT	LABOR CO ICON 24		Jun 2016 2 19
		Thu, Apr 28, 2016	Fri, Jun 24, 2016	42 1%	\$584		<b>•</b> •
5.5.3	Coordinate/develop Proxy Statement development	Tue, Jun 7, 2016	Tue, Jun 7, 2016	1	\$8	Coordinate/develop Proxy Statement development	
5.5.4	Coordinate/review Message to the Shareholders	Wed, Jun 8, 2016	Wed, Jun 8, 2016	1	\$8	Coordinate/review Message to the Shareholders	
5.5.5	Coordinate/review External Audit review and comments	Thu, Jun 9, 2016	Thu, Jun 9, 2016	1	\$8	Coordinate/review External Audit review and comments	
5.5.6	Coordinate/review Senior Management certifications	Fri, Jun 10, 2016	Fri, Jun 10, 2016	1	\$8	Coordinate/review Senior Management certifications	
5.5.7	Internal Legal Review Complete	Fri, Jun 10, 2016	Fri, Jun 10, 2016	0		Internal Legal Review Complete	
5.6	Publicly release financial results	Fri, Jun 17, 2016	Fri, Jun 17, 2016	1	\$16	Publicly release financial	results
5.7	Financial Close complete	Fri, Jun 17, 2016	Fri, Jun 17, 2016	1		Financial Close co	mplete
6	Produce Annual Report	Thu, Jun 9, 2016	Mon, Jun 20, 2016	8	\$64	Produce Annual Report	
6.1	Draft Annual Report Design Layout and Identify Placehol	Thu, Jun 9, 2016	Thu, Jun 9, 2016	1	\$8	Draft Annual Report Design Layout and Identify Placeholders	
6.2	Prepare mockups for Executive Management	Fri, Jun 10, 2016	Fri, Jun 10, 2016	1	\$8	Prepare mockups for Executive Management	
6.3	Iterate design/finalize production schedule	Sat, Jun 11, 2016	Mon, Jun 13, 2016	1	\$8	Iterate design/finalize production schedule	
6.4	Finalize Annual Report Design and Placeholder data	Tue, Jun 14, 2016	Tue, Jun 14, 2016	1	\$8	Finalize Annual Report Design and Placeholder dat	ta
6.5	Produce Final Layout/Obtain Final Approval	Wed, Jun 15, 2016	Wed, Jun 15, 2016	1	\$8	Produce Final Layout/Obtain Final Appro	oval
6.6	Print Annual Report	Thu, Jun 16, 2016	Thu, Jun 16, 2016	1	\$8	Print Annual Re	eport
6.7	Obtain 10-K document file	Fri, Jun 17, 2016	Fri, Jun 17, 2016	1	\$8	Obtain 10-K docume	ent file
6.8	Obtain Proxy Statement document file	Sat, Jun 18, 2016	Mon, Jun 20, 2016	1	\$8	Obtain Proxy Statemen <mark>t docu</mark> r	ment file
6.9	Production of Annual Report Complete	Mon, Jun 20, 2016	Mon, Jun 20, 2016	0		Production of Annual Repo	ort Complete
7	Distribute Annual Report	Tue, Jun 21, 2016	Fri, Jun 24, 2016	4	\$32	Distribute A	Annual Report
7.1	Obtain final mailing distribution lists	Tue, Jun 21, 2016	Tue, Jun 21, 2016	1	\$8	Obtain final mailing dis	stribution list
7.2	Print 10-K's for Annual Report mailings	Wed, Jun 22, 2016	Wed, Jun 22, 2016	1	\$8	Print 10-K's for Annual F	Report mailings
7.3	Print Proxy Statements for Annual Report mailings	Thu, Jun 23, 2016	Thu, Jun 23, 2016	1	\$8	Print Proxy Statements for Annua	I Report mailing
7.4	Consolidate and mail Annual Reports	Fri, Jun 24, 2016	Fri, Jun 24, 2016	1	\$8	Consolidate and m	nail Annual Reports
7.5	Distribution Complete	Fri, Jun 24, 2016	Fri, Jun 24, 2016	0		Dis	stribution Complete
8	Annual Report Complete	Fri, Jun 24, 2016	Fri, Jun 24, 2016	0		Annua	al Report Complete