

2012 Week 1 Site Visits (HC, Mfg., Service)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
August 26	27	28	29	30	31	September 1
	Labor Day		Judges Meeting 8/29/12			
			9/5—Call with Judge and Team Leaders	9/6—Call with Judge and Team Leaders (for those unable to be on the 9/5 call)		
	3	4	5	6	7	8
	Team receives site visit materials.	Team members review just-in-time materials on Examiner Resource Center & scorebooks from BOSS.				
	Team leader & NIST monitor contact applicant's official contact point (OCP).			Team members develop SVIs, SVI Worksheets, and Strategy Tools for assigned items on BOSS.		
Team leader & backup continue planning process, create schedule, & finalize assignments for item leads & backups.						
9	10	11	12	13	14	15
This week, team leader & backup team leader coordinate planning calls, logistics, & schedule (including travel).	Team members develop SVIs, SVI Worksheets, and Strategy Tools on BOSS.					
16	17	18	19	20	21	22
	Team members review each other's Strategy Tools & SVI Worksheets.			Examiners receive updated results.		
	Applicant submits updated results.					
	Team leader sends 1st-day interview schedule & document request list to OCP.					
	24	25	26	27	28	29
	Team members review each other's Strategy Tools & SVI Worksheets.			Team downloads PDFs of Item Worksheets, SVI Worksheets, and Strategy Tools to take to site.		
	Team leader sets tentative agenda for Sunday planning meeting.					
30	October 1	2	3	4	5	6
Team meets at noon at hotel to review strategies and documents and finalize plans.						

—Ongoing—

NIST monitor contacts team leader, monitors team's processes.

—Ongoing—

Team leader & NIST monitor continue contact with OCP.

—Ongoing—

Team leader & team members conduct at least 3 planning calls.

