

# 2014 Award Process - Wave 1

## Key Dates, Activities, and *Approximate* Time Commitment

MAY/JUNE						
S	M	T	W	TH	F	S
			28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

*Red = Independent Review activities*    *Black = Conference call activities*    *Blue = Consensus Review activities*

*Green = Week 1 site visits*    *Purple = Week 2 site visits*

- ⌄ 5/28 - ASQ ships applications and notifies examiners by e-mail; examiners begin Independent Review (IR) on 5/29.
- ⌄ Examiners continue to work on Independent Review, & by 6/5 all Wave 1 teams hold 1st planning call (1.5 hrs.).
- ⌄ Examiners continue to work on IR Scorebooks.
- ⌄ Examiners complete IR Scorebooks by 6/17 (35-40 hrs.). Team leader drafts key factors by 6/18; team holds 2nd call (1.5 hrs.) by 6/19.
- ⌄ After 2nd call, item leads begin synthesis of IR Worksheets and draft Consensus Review (CR) Worksheets.

JULY						
S	M	T	W	TH	F	S
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- ⌄ Item leads complete CR Worksheets and open them for Review 1 (R-1) by 7/1 (10 hrs.).
- ⌄ Backups provide feedback by 7/7 (2-3 hrs.). Item leads incorporate feedback, open items for R-2 (1-2 hrs.) by 7/11. 3rd call (1 hr.) by 7/11.
- ⌄ Key Themes (KT) Worksheet drafted by 7/15. Team provides feedback on all worksheets, incl. KT Worksheet, by 7/17 (10 hrs.).
- ⌄ Item leads incorporate feedback and open items for R-3 by 7/21 (2-3 hrs.). Team members prep for consensus call (2-3 hrs.). Calls held btw. 7/25-8/1 (8-12 hrs.).
- ⌄ Calls held between 7/25-8/1 (8-12 hrs.).

AUGUST						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11					
			27			

- ⌄ Calls held between 7/25-8/1 (8-12 hrs.).
- ⌄ After calls, item leads incorporate review for R-4 by 8/5 (1-2 hrs.).
- ⌄ Team leader and/or scorebook editor review, edit, and finalize the CR Scorebook by 8/11.
- ⌄ Judges meet on 8/27 to select applicants to receive site visits.

OCTOBER						
S	M	T	W	TH	F	S
5	6	7	8	9	10	11
12	13	14	15	16	17	18

If applicant is selected for a site visit, the team begins to prepare during September and early October, including holding weekly planning calls (1-2 hrs. weekly) and preparing Site Visit Issue Worksheets and Strategy tools (an additional 8-12 hrs.).

- ⌄ Week 1: Health Care, Manufacturing, and Service Site Visits (10/5-10/11) (14-18 hr. days)
- ⌄ Week 2: Education, Small Business, and Nonprofit Site Visits (10/12-10/18) (14-18 hr. days)

## 2014 Award Process - Wave 2

### Key Dates, Activities, and *Approximate* Time Commitment

JUNE						
S	M	T	W	TH	F	S
		3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

*Red = Independent Review activities    Black = Conference call activities    Blue = Consensus Review activities*  
*Green = Week 1 site visits    Purple = Week 2 site visits*

6/3- ASQ ships applications and notifies examiners by e-mail; examiners begin Independent Review (IR) on 6/4.

Examiners continue to work on IR Scorebooks, & by 6/11 all Wave 2 teams hold 1st planning call (1.5 hrs.).

Examiners continue to work on IR Scorebooks.

Examiners complete IR Scorebooks by 6/23 (35-40 hrs.). Team leader drafts key factors by 6/24; team holds 2nd call (1.5 hrs.) by 6/25.

JULY						
S	M	T	W	TH	F	S
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

After 2nd call, item leads begin synthesis of IR Worksheets and draft Consensus Review (CR) Worksheets.

Item leads complete CR Worksheets and open them for Review 1 (R-1) by 7/8 (10 hrs.).

Backups provide feedback by 7/14 (2-3 hrs.). Item leads incorporate feedback, open items for R-2 (1-2 hrs.) by 7/18. 3rd call (1 hr.) by 7/18.

Key Themes (KT) Worksheet drafted by 7/22. Team provides feedback on all worksheets, incl. KT Worksheet, by 7/24 (10 hrs.).

Item leads incorporate feedback and open items for R-3 by 7/28 (2-3 hrs.). Team members prepare for consensus call (2-3 hrs.).

AUGUST						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19				
			27			

Team members prep for consensus call (2-3 hrs.). Calls held between 8/1 - 8/8 (8-12 hrs.).

Calls held between 8/1 - 8/8 (8-12 hrs.).

After calls, item leads incorporate review for R-4 by 8/12 (1-2 hrs.).

Team leader and/or scorebook editor review, edit, and finalize CR Scorebook by 8/18.

Judges meet on 8/27 to select applicants to receive site visits.

OCTOBER						
S	M	T	W	TH	F	S
5	6	7	8	9	10	11
12	13	14	15	16	17	18

If applicant is selected for a site visit, the team begins to prepare during September and early October, including holding weekly planning calls (1-2 hrs. weekly) and preparing Site Visit Issue Worksheets and Strategy tools (an additional 8-12 hrs.).

Week 1: Health Care, Manufacturing, and Service Site Visits (10/5-10/11) (14-18 hr. days)

Week 2: Education, Small Business, and Nonprofit Site Visits (10/12-10/18) (14-18 hr. days)

# 2014 Award Process - Wave 3

## Key Dates, Activities, and *Approximate* Time Commitment

JUNE						
S	M	T	W	TH	F	S
	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

*Red = Independent Review activities    Black = Conference call activities    Blue = Consensus Review activities*  
*Green = Week 1 site visits    Purple = Week 2 site visits*

- ⌄ 6/9- ASQ ships applications and notifies examiners by e-mail; examiners begin Independent Review (IR) on 6/10.
- ⌄ Examiners continue to work on IR Scorebooks, & by 6/17 all Wave 3 teams hold 1st planning call (1.5 hrs.).
- ⌄ Examiners continue to work on IR Scorebooks.

JULY						
S	M	T	W	TH	F	S
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- ⌄ Examiner complete IR Scorebooks by 6/30 (35-40 hrs.). Team leader drafts key factors by 7/1; team holds 2nd call (1.5 hrs.) by 7/2.
- ⌄ After 2nd call, item leads begin synthesis of IR Worksheets and draft Consensus Review (CR) Worksheets.
- ⌄ Item leads complete CR Worksheets and open them for Review 1 (R-1) by 7/15 (10 hrs.).
- ⌄ Backups provide feedback by 7/21 (2-3 hrs.). Item leads incorporate feedback, open items for R-2 (1-2 hrs.) by 7/25. 3rd call (1 hr.) by 7/25.
- ⌄ Key Themes (KT) Worksheet drafted by 7/29.

AUGUST						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25		27			

- ⌄ Team provides feedback on all worksheets, incl. KT Worksheet, by 8/1 (10 hrs.).
- ⌄ Item leads incorporate feedback and open items for R-3 by 8/4 (2-3 hrs.). Team members prep for consensus call (2-3 hrs.). Calls held btw. 8/8-8/15 (8-12 hrs.).
- ⌄ Calls held between 8/8 - 8/15 (8-12 hrs.).
- ⌄ After calls, item leads incorporate review for R-4 by 8/19 (1-2 hrs.).
- ⌄ Team leader and/or scorebook editor review, edit, and finalize CR Scorebook by 8/25. Judges meet on 8/27 to select applicants to receive site visits.

OCTOBER						
S	M	T	W	TH	F	S
5	6	7	8	9	10	11
12	13	14	15	16	17	18

- ⌄ If applicant is selected for a site visit, the team begins to prepare during September and early October, including holding weekly planning calls (1-2 hrs. weekly) and preparing Site Visit Issue Worksheets and Strategy tools (an additional 8-12 hrs.).
- ⌄ Week 1: Health Care, Manufacturing, and Service Site Visits (10/5-10/11) (14-18 hr. days)
- ⌄ Week 2: Education, Small Business, and Nonprofit Site Visits (10/12-10/18) (14-18 hr. days)