

2015 Site Visit Planning – Week 1 (HC, Mfg., Service)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
August 23	24	25	26	27	28	29
			Judges' Meeting		Examiners receive site visit materials.	
30	31	September 1	2	3	4	5
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).				9/3—Call with Judge and Team Leaders	9/4—Call with Judge and Team Leaders (for those unable to make the 9/3 call)	
	7	8	9	10	11	12
	Labor Day	Team members develop SVIs, SVI Worksheets, and Strategy Tools on BOSS.				
		Team leader & backup continue planning process, create schedule, & finalize assignments for item leads & backups.	Team leader provides team assignments to OCP & continues logistics planning.			
13	14	15	16	17	18	19
Team members develop SVIs, SVI Worksheets, and Strategy Tools for assigned items on BOSS.						
Applicant submits updated results.			Examiners receive updated results.			
		Team leader sends 1st- day interview schedule & document request list to OCP.				
	21	22	23	24	25	26
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 members travel to hotel.
		Team leader sets tentative agenda for Sunday planning meeting.				
27	28	29	30	October 1	2	3
Team meets at hotel to review strategies and documents; 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.