2016 Award Process - Wave 1

Key Dates, Activities, and Approximate Time Commitment

Red = Independent Review activities  Black = Conference call activities  Blue = Consensus Review activities  Orange = Site Visit Planning Activities
Green = Week 1 site visits  Purple = Week 2 site visits

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**MAY/JUNE**

- 5/24 - ASQ ships applications and notifies examiners by e-mail; examiners begin Independent Review (IR) on 5/25.
- Examiners continue to work on IR Scorebooks, & by 6/1 all Wave 1 teams hold 1st planning call (1.5 hrs.). Team leader schedules IR call with applicant.
- Examiners continue to work on IR Scorebooks. Applicant IR calls completed by 6/8.
- Key Themes (KT) Worksheet drafted by 7/12. Team provides feedback on all worksheets, incl. KT Worksheet, by 7/14 (10 hrs.).
- Examiners complete IR Scorebooks by 6/13 (50-70 hrs.). Team leader drafts key factors by 6/14; team holds 2nd call (1.5 hrs.) by 6/15.
- Backups provide feedback by 7/4 (2-3 hrs.).
- Item leads complete CR Worksheets and open them for Review 1 (R-1) by 6/28 (10 hrs.). Backups review items and provide feedback by 7/4 (2-3 hrs.)

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**JULY**

- Backups provide feedback by 7/4 (2-3 hrs.).
- Calls held between 7/22 - 7/29 (8-12 hrs.).
- After calls, item leads incorporate changes for R-4 by 8/2 (1-2 hrs.).

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**AUGUST**

- After calls, item leads incorporate changes for R-4 by 8/2 (1-2 hrs.).
- Team leader and/or scorebook editor review, edit, and finalize CR Scorebook by 8/8.
- Judges meet on 8/17 to select applicants to receive site visits. Site visit teams for both weeks finalized by BPEP.
- Site visit teams for both weeks begin planning activities including preparing SV documents (20-30 hrs. total).
- Site visit teams for both weeks continue planning activities including preparing SV documents (20-30 hrs. total). Team holds weekly planning calls (1-2 hrs. each).

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**SEPTEMBER/OCTOBER**

- If applicant is selected for a site visit, the team begins to prepare during mid-August through mid-September, including holding weekly planning calls (1-2 hrs. weekly) and preparing SV documents (an additional 12-16 hrs.).
- Site visit planning activities and preparing SV documents (20-30 hrs. total). Team holds weekly planning calls (1-2 hrs. weekly).
- Site visit planning activities and preparing SV documents (12-16 hrs. total). Team holds weekly planning calls (1-2 hrs. weekly).
- Site visit planning activities and preparing SV documents (12-16 hrs. total). Team holds weekly planning calls (1-2 hrs. weekly).
- Week 1: Health Care, Manufacturing, and Service Site Visits (9/18-9/24) (14-18 hr. days)
- Week 2: Education, Small Business, and Nonprofit Site Visits (9/25-10/1) (14-18 hr. days)
# 2016 Award Process - Wave 2

## Key Dates, Activities, and Approximate Time Commitment

### May/June

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- **Red** = Independent Review activities
- **Black** = Conference call activities
- **Blue** = Consensus Review activities
- **Orange** = Site Visit Planning Activities
- **Green** = Week 1 site visits
- **Purple** = Week 2 site visits

- 5/31: ASQ ships applications and notifies examiners by e-mail; examiners begin Independent Review (IR) on 6/1.
- Examiners continue to work on IR Scorebooks, & by 6/8 all Wave 2 teams hold 1st planning call (1.5 hrs.). Team leader schedules IR call with applicant.
- Examiners continue to work on IR Scorebooks. Applicant IR calls completed by 6/15.
- After 2nd call, IR calls completed by 6/21; team holds 2nd call (1.5 hrs.) by 6/22.
- Examiners complete IR Scorebooks by 6/20 (50-70 hrs.). Team leader drafts key factors by 6/21; team holds 2nd call (1.5 hrs.) by 6/22.
- After 2nd call, item leads begin synthesis of IR Worksheets and draft Consensus Review (CR) Worksheets.

### July

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- After 2nd call, item leads begin synthesis of IR Worksheets and draft Consensus Review (CR) Worksheets.
- Item leads (ILs) complete CR Worksheets and open them for Review 1 (R-1) by 7/5 (10 hrs.). Backups review items and provide feedback by 7/11 (2-3 hrs.)
- Backups provide feedback by 7/11 (2-3 hrs.). ILs incorporate feedback, open items for R-2 (1-2 hrs.) by 7/15. 3rd call (1 hr.) by 7/15.
- Key Themes (KT) Worksheet drafted by 7/19. Team provides feedback on all worksheets, incl. KT Worksheet, by 7/21 (10 hrs.).
- ILs incorporate feedback & open items for R-3 by 7/25 (2-3 hrs.). Tech editor review. Team preps for consensus call (2-3 hrs.). Calls held btw. 7/29 - 8/5 (8-12 hrs.).
- Calls held between 7/29 - 8/5 (8-12 hrs.). After calls, item leads incorporate changes for R-4 by 8/9 (1-2 hrs.).
- After calls, item leads incorporate changes for R-4 by 8/9 (1-2 hrs.).
- Calls held between 7/29 - 8/5 (8-12 hrs.).
- Team leader and/or scorebook editor review, edit, and finalize CR Scorebook by 8/15. Judges meet on 8/17 to select applicants to receive site visits.
- Site visit teams for both weeks finalized by BPEP and begin planning activities including preparing SV documents (20-30 hrs. total).
- Site visit teams for both weeks continue planning activities including preparing SV documents (20-30 hrs. total). Team holds weekly planning calls (1-2 hrs.each).

### August

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- Calls held between 7/29 - 8/5 (8-12 hrs.). After calls, item leads incorporate changes for R-4 by 8/9 (1-2 hrs.).
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- Calls held between 7/29 - 8/5 (8-12 hrs.).
- Site visit teams for both weeks finalized by BPEP and begin planning activities including preparing SV documents (20-30 hrs. total).
- Site visit teams for both weeks continue planning activities including preparing SV documents (20-30 hrs. total). Team holds weekly planning calls (1-2 hrs.each).

### September/October

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- Site visit planning activities and preparing SV documents (20-30 hrs. total). Team holds weekly planning calls (1-2 hrs. weekly).
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