Dates Task(s) or Event(s)
8/22 Judges’ Meeting
8/27-8/28 Examiners receive site visit information.
8/29 Call with Chair of the Judges and Team Leaders
8/30 Additional date: Call with Chair of the Judges and Team Leader
9/2-9/8 Team members review just-in-time materials on Examiner Resource Center & scorebooks from BOSS.
9/3-9/5 Team leader & NIST monitor contact applicant’s official contact point (OCP).
9/6-9/7 Team leader provides team assignments to OCP & continues logistics planning.
9/9-9/15 Team members develop SVI Worksheets in BOSS.
9/11-9/14 Team leader & backup continue planning process, create schedule, & finalize assignments for item leads & backups.
9/16-9/22 Team members develop SVI Worksheets in BOSS.
9/18-9/19 Applicant submits updated results.
9/20-9/21 Examiners receive updated results.
9/19-9/21 Team leader sends 1st-day interview schedule & document request list to OCP.
9/23-9/26 Team members review each other’s SVI Worksheets.
9/25-9/26 Team leader sets tentative agenda for Sunday planning meeting.
9/27-9/28 Team downloads PDFs of Item Worksheets & SVI Worksheets to take to site.  
9/29 Team members travel to hotel.
9/30 Team meets at hotel to review strategies and documents; finalize plans.
Ongoing NIST monitor contacts team lead, monitors team’s processes.  Team leader & team members conduct four planning calls. Team leader & NIST monitor continue contact with OCP.
