2019 Site Visit Planning – Week 1 (HC, Mfg., Service)
Dates and Task(s) or Event(s)
8/21 Judges’ Meeting
8/26-8/27 Examiners receive site visit information.
8/25-8/31 Team members review just-in-time materials on Examiner Resource Center & scorebooks from BOSS.
8/28 Call with Chair of the Judges and Team Leaders
8/29 Additional date: Call with Chair of the Judges and Team Leader
8/26-8/28 Team leader & NIST monitor contact applicant’s official contact point (OCP).
8/29-8/30 Team leader provides team assignments to OCP & continues logistics planning.
9/1-9/7 Team members develop SVI Worksheets in BOSS.
9/3-9/6 Team leader & backup continue planning process, create schedule, & finalize assignments for item leads & backups.
9/1-9/14 Team members develop SVI Worksheets in BOSS.
9/10-9/11 Applicant submits updated results.
9/12-9/13 Examiners receive updated results.
9/10-9/12 Team leader sends 1st-day interview schedule & document request list to OCP.
9/15-9/18 Team members review each other’s SVI Worksheets.
9/17-9/18 Team leader sets tentative agenda for Sunday planning meeting.
9/19-9/20 Team downloads PDFs of Item Worksheets & SVI Worksheets to take to site.  
9/21 Team members travel to hotel.
9/22 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.
