**Wave-1 Proposed Timeline for Virtual Evaluation APPLICANT-0XX**

Below is a draft of this team’s proposed Virtual Evaluation timeline. This is the starting point for our discussion for next week’s planning call. It is very important that you have your business and personal calendars on hand so we can agree to the timeline dates.

7/12 2-3:30pm ET **Team holds 1st planning call**

7/13 Team Leader (TL) receives all team members’ completed bio forms

7/20 Midnight Each team member completes a Key Factors Worksheet and at least one draft **item # Independent Analysis (**IA) Worksheet for TL feedback. Team members each continue with their independent analysis.

7/21 Midnight TL provides feedback on draft of item **#** via phone or posted in Bridge Team Files

7/21 TL emails 2nd planning call correspondence one week before the call

7/27 Midnight Team members each complete IA Scorebooks in Bridge and mark as “**complete**”

7/28 2:00pm ET TL ensures that draft consolidated Key Factors Worksheet is available in Bridge for team’s review prior to the 2nd planning call.

7/28 5-6:30pm ET **Team holds 2nd planning call**

8/4 Midnight Item leads complete the initial Item Consolidation (IC) Worksheets and then open feedback pane in Bridge for Review 1 (R-1)

8/5 TL sends 3rd Planning Call Agenda to team one week before call

8/7 Midnight Team members provide R-1 feedback to item leads in Bridge and item leads begin their 2nd drafts of IC Worksheets based on the feedback

8/9 Midnight Item leads complete 2nd drafts and open feedback pane in Bridge for the team’s Review 2 (R-2)

8/11 Midnight All team members complete R-2 and provide feedback

8/12 6-7pm ET **Team holds 3rd planning call.**

8/13 Midnight Item Leads incorporate R-2 feedback

8/19 Midnight All team members finish review and provide feedback on all IC Worksheets.

8/22 3-4pm ET 4th planning call (R-3)

8/26 Finalize applicant interview worksheets

8/29-8/30 Applicant Interviews for Categories X, X, X and X

8/31 Begin drafting VE Item Worksheets (IW)

9/2 Midnight Examiner **X** completes initial Key Themes Worksheet for team’s feedback

9/4 Complete IW drafts and open for R-1

9/7 Midnight All team members review and provide feedback on IW and Key Themes; R-1 closes

9/8 Item Leads begin incorporating feedback

9/10 Item Leads complete R-1 revisions

9/13 Midnight TL sends Consensus Call Agenda to team

9/15 5-9pm ET Team holds **Consensus Call (R-2)**

9/17 Midnight Finalize VE Item Worksheets and open for R-3

9/19 Midnight Incorporate feedback and mark items complete

9/23 Midnight TL and/or scorebook editor review (R-4), edit, and finalize all components of VE Scorebook. TL marks the VE Scorebook “final” in Bridge.TL informs the Award Process Helpline that the VE Scorebook is final.

9/24 Team members provide feedback to each other by completing Peer Evaluation Forms from the [Virtual Evaluation Toolkit](https://www.nist.gov/baldrige/examiner-resources/virtual-evaluation) and sending them to each other.

**Wave-2 Proposed Timeline for Virtual Evaluation APPLICANT-0XX**

Below is a draft of this team’s proposed Virtual Evaluation timeline. This is the starting point for our discussion for next week’s planning call. It is very important that you have your business and personal calendars on hand so we can agree to the timeline dates.

7/19 2-3:30pm ET **Team holds 1st planning call**

7/20 Team Leader (TL) receives all team members’ completed bio forms

7/27 Midnight Each team member completes a Key Factors Worksheet and at least one draft **item # Independent Analysis (**IA) Worksheet for TL feedback. Team members each continue with their independent analysis.

7/28 Midnight TL provides feedback on draft of item **#** via phone or posted in Bridge Team Files

7/28 TL emails 2nd planning call correspondence one week before the call

8/3 Midnight Team members each complete IA Scorebooks in Bridge and mark as “**complete**”

8/4 4:00pm ET TL ensures that draft consolidated Key Factors Worksheet is available in Bridge for team’s review prior to the 2nd planning call.

8/4 5-6:30pm ET **Team holds 2nd planning call**

8/11 Midnight Item leads complete the initial Item Consolidation (IC) Worksheets and then open feedback pane in Bridge for Review 1 (R-1)

8/12 TL sends 3rd Planning Call Agenda to team one week before call

8/14 Midnight Team members provide R-1 feedback to item leads in Bridge and item leads begin their 2nd drafts of IC Worksheets based on the feedback

8/16 Midnight Item leads complete 2nd drafts and open feedback pane in Bridge for the team’s Review 2 (R-2)

8/18 Midnight All team members complete R-2 and provide feedback

8/19 1-2pm ET **Team holds 3rd planning call.**

8/20 Midnight Item Leads incorporate R-2 feedback

8/26 Midnight All team members finish review and provide feedback on all IC Worksheets.

8/29 3-4pm ET 4th planning call (R-3)

9/2 Finalize applicant interview worksheets

9/6-9/7 Applicant Interviews for Categories X, X, X and X

9/8 Begin drafting VE Item Worksheets (IW)

9/9 Midnight Examiner **X** completes initial Key Themes Worksheet for team’s feedback

9/11 Complete IW drafts and open for R-1

9/14 Midnight All team members review and provide feedback on IW and Key Themes; R-1 closes

9/15 Item Leads begin incorporating feedback

9/17 Item Leads complete R-1 revisions

9/20 TL sends Consensus Call Agenda to team

9/22 5-9pm ET Team holds **Consensus Call (R-2)**

9/24 Midnight Finalize VE Item Worksheets and open for R-3

9/26 Midnight Incorporate feedback and mark items complete

9/30 Midnight TL and/or scorebook editor review (R-4), edit, and finalize all components of VE Scorebook. TL marks the VE Scorebook “final” in Bridge.TL informs the Award Process Helpline that the VE Scorebook is final.

10/1 Team members provide feedback to each other by completing Peer Evaluation Forms from the [Virtual Evaluation Toolkit](https://www.nist.gov/baldrige/examiner-resources/virtual-evaluation) and sending them to each other.