**Wave-X 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.

MM/DD/TIME **Team holds 1st planning call**

MM/DD/TIME Team Leader (TL) receives all team members’ completed bio forms

MM/DD/TIME 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.

MM/DD/TIME TL provides feedback on draft of item **#** via phone or posted in Bridge Team Files

MM/DD/TIME TL emails 2nd planning call correspondence one week before the call

MM/DD/TIME Team members each complete IA Scorebooks in Bridge and mark as “**complete**”

MM/DD/TIME TL ensures that draft consolidated Key Factors Worksheet is available in Bridge for team’s review prior to the 2nd planning call.

MM/DD/TIME **Team holds 2nd planning call**

MM/DD/TIME Item leads complete the initial Item Consolidation (IC) Worksheets and then open feedback pane in Bridge for Review 1 (R-1)

MM/DD/TIME TL sends 3rd Planning Call Agenda to team one week before call

MM/DD/TIME 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

MM/DD/TIME Item leads complete 2nd drafts and let the team know when ready for their review (R-2)

MM/DD/TIME All team members complete R-2; make notes on any residual issues to discuss during 3rd planning call

MM/DD/TIME **Team holds 3rd planning call.**

MM/DD/TIME Item Leads incorporate R-2 feedback

MM/DD/TIME All team members finish review and provide feedback on all IC Worksheets.

MM/DD/TIME 4th planning call (R-3)

MM/DD/TIME Finalize applicant interview worksheets

MM/DD/TIME Applicant Interviews for Categories X, X, X and X

MM/DD/TIME Begin drafting VE Item Worksheets (IW)

MM/DD/TIME Examiner **X** completes initial Key Themes Worksheet for team’s feedback

MM/DD/TIME Complete IW drafts and open for R-1

MM/DD/TIME All team members review and provide feedback on IW and Key Themes; R-1 closes

MM/DD/TIME Item Leads begin incorporating feedback

MM/DD/TIME Item Leads complete R-1 revisions

MM/DD/TIME TL sends Consensus Call Agenda to team

MM/DD/TIME Team holds **Consensus Call (R-2)**

MM/DD/TIME Finalize VE Item Worksheets and open for R-3

MM/DD/TIME Incorporate feedback and mark items complete

MM/DD/TIME 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.

From: 10/1/22 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.