

2016 Site Visit Planning – Week 2 (Ed, Sm Bus, NP)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
August 21	22	23	24	25	26	27
(Judges' Meeting August 17 th)	Team leader & NIST monitor contact applicant's official contact point (OCP).		Examiners receive site visit materials.	8/25—Call with Judge and Team Leaders	8/26—Call with Judge and Team Leaders (for those unable to make the /25 call)	
28	29	30	31	September 1	2	3
	Team members review just-in-time materials on Examiner Resource Center & scorebooks from BOSS.					
	Team leader & backup continue planning process, create schedule, & finalize assignments for item leads & backups.			Team leader provides team assignments to OCP & continues logistics planning.		
	5	6	7	8	9	10
	Labor Day	Team members develop SVI Worksheets in BOSS.				
	12	13	14	15	16	
	Team members develop SVI Worksheets in BOSS.					
			Team leader sends 1st- day interview schedule & document request list to OCP.			
	Applicant submits updated results.		Examiners receive updated results.			
	19	20	21	22	23	24
	Team members review each other's SVI Worksheets.			Team downloads PDFs of Item Worksheets & SVI Worksheets to take to site.		Team members travel to hotel.
		Team leader sets tentative agenda for Sunday planning meeting.				
	26	27	28	29	30	October 1
Team meets at hotel to review strategies and documents; finalize plans.						
2	3	4	5	6	7	8

—Ongoing—
NIST monitor contacts team leader, monitors team's processes.

—Ongoing—
Team leader & NIST monitor continue contact with OCP.

—Ongoing—
Team leader & team members conduct at least 3 planning calls.