**Wave-1 Proposed Timeline for Independent/Consensus Review APPLICANT-0XX**

Below is a draft of this team’s proposed Independent Review/Consensus Review 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.

5/30 2-3:30pm ET **Team holds 1st planning call**

5/30 TL receives all team members’ completed bio forms

6/1 Midnight Each team member completes a Key Factors Worksheet and at least one draft **item #** IR Worksheet for TL feedback. Team members each continue with their independent evaluation.

6/4 Midnight TL provides feedback on draft of item **#** via phone or posted in BOSS Team Files

6/14 TL e-mails 2nd planning call correspondence one week before the call

6/19 Midnight Team members each complete IR Scorebooks in BOSS and mark as “complete”

6/20 6:00pm ET TL ensures that draft consolidated Key Factors Worksheet is available in BOSS for team’s review prior to the 2nd planning call.

6/21 5-6:30pm ET **Team holds 2nd planning call**

7/4 Midnight Item leads complete the initial CR Worksheets and then open feedback pane in BOSS for item backups’ and process facilitators’ Review 1 (R-1)

7/10 Midnight Backups and process facilitators provide R-1 feedback to item leads in BOSS and item leads begin their 2nd drafts of CR Worksheets based on the feedback

7/10 TL sends 3rd Planning Call Agenda to team

7/13 Midnight Item leads complete 2nd drafts and open feedback pane in BOSS for the team’s Review 2 (R-2)

7/14 1-2pm ET **Team holds 3rd planning call.**

7/18 Midnight Examiner **X** completes initial Key Themes Worksheet for team’s feedback

7/20 Midnight All team members finish review and provide feedback on all CR Worksheets and KTs.

7/23 Midnight Item leads incorporate feedback and open items for Review 3 (R-3). Tech Editor reviews R-3.

7/27 Midnight Team members prepare feedback on comments, scores, or other issues that they would like to discuss during the consensus call(s). Communicate issues, concerns to TL in BOSS Team Files.

7/29 Midnight Item leads prepare to discuss their assigned items by reviewing feedback and preparing scripts

7/29 Midnight TL sends Consensus Call Agenda to team

7/31 2-6pm ET **Team holds 1st consensus call**

8/1 7-11pm ET **Team holds 2nd consensus call**. **If needed 8/3 6-8pm ET 3rd consensus call.**

8/8 Midnight Based on consensus call discussions, item leads complete 4th drafts and mark items as “complete” in BOSS.

8/14 Midnight TL and/or scorebook editor review (R-4), edit, and finalize all components of CR Scorebook.

 TL marks the CR Scorebook “final” in BOSS.TL informs the Award Process Helpline

 that the CR Scorebook is final.

From: 8/24/17 If team is not going on-site, team members provide feedback to each other by completing Peer Evaluation Forms from the [Consensus Review Toolkit](https://www.nist.gov/baldrige/examiners/consensus-review) and sending them to each other.

**Wave-2 Proposed Timeline for Independent/Consensus Review APPLICANT-0XX**

Below is a draft of this team’s proposed Independent Review/Consensus Review 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.

6/2 2-3:30pm ET **Team holds 1st planning call**

6/5 TL receives all team members’ completed bio forms

6/8 Midnight Each team member completes a Key Factors Worksheet and at least one draft **item #** IR Worksheet for TL feedback. Team members each continue with their independent evaluation.

6/11 Midnight TL provides feedback on draft of item **#** via phone or posted in BOSS Team Files

6/21 TL e-mails 2nd planning call correspondence one week before the call

6/26 Midnight Team members each complete IR Scorebooks in BOSS and mark as “complete”

6/27 Noon ET TL ensures that draft consolidated Key Factors Worksheet is available in BOSS for team’s review prior to the 2nd planning call.

6/28 7-9:00pm ET **Team holds 2nd planning call**

7/11 Midnight Item leads complete the initial CR Worksheets and then open feedback pane in BOSS for item backups’ and process facilitators’ Review 1 (R-1)

7/15 Midnight Backups and process facilitators provide R-1feedback to item leads in BOSS and item leads begin their 2nd drafts of CR Worksheets, based on the feedback

7/15 TL sends 3rd Planning Call Agenda to team

7/20 Midnight Item leads complete 2nd drafts and open feedback pane in BOSS for the team’s Review 2 (R-2)

7/21 2-3pm ET **Team holds 3rd planning call.**

7/25 Midnight Examiner **X** completes initial Key Themes Worksheet for team’s feedback

7/27 Midnight All team members finish review and provide feedback on all CR Worksheets and KTs.

7/29 Midnight Item leads incorporate feedback and open items for Review 3 (R-3). Tech Editor reviews R-3.

8/3 Midnight Team members prepare feedback on comments, scores, or other issues that they would like to discuss during the consensus call(s). Communicate issues, concerns to TL in BOSS Team Files.

8/4 Midnight Item leads prepare to discuss their assigned items by reviewing feedback and preparing scripts

8/4 Midnight TL sends Consensus Call Agenda to team

8/6 2-6pm ET **Team holds 1st consensus call**

8/8 1-5pm ET **Team holds 2nd consensus call**. **If needed 8/9 1-3pm ET 3rd consensus call.**

8/14 Midnight Based on consensus call discussions, item leads complete 4th drafts and mark items as “complete” in BOSS.

8/21 Midnight TL and/or scorebook editor review (R-4), edit, and finalize all components of CR Scorebook.

 TL marks the CR Scorebook “final” in BOSS.TL informs the Award Process Helpline

 that the CR Scorebook is final.

From: 8/24/17 If team is not going on-site, team members provide feedback to each other by completing Peer

 Evaluation Forms from the [Consensus Review Toolkit](https://www.nist.gov/baldrige/examiners/consensus-review) and sending them to each other.