**Wave-X 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.

MO/DAY/TIME **Team holds 1st planning call**

MO/DAY/TIME TL receives all team members’ completed bio forms

MO/DAY/TIME 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.

MO/DAY/TIME TL provides feedback on draft of item **#** via phone or posted in BOSS Team Files

MO/DAY/TIME TL emails 2nd planning call correspondence one week before the call

MO/DAY/TIME Team members each complete IR Scorebooks in BOSS and mark as “complete”

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

MO/DAY/TIME **Team holds 2nd planning call**

MO/DAY/TIME Item leads complete the initial CR Worksheets and then open feedback pane in BOSS for item backups’ Review 1 (R-1)

MO/DAY/TIME Backups complete R-1 feedback to item leads in BOSS and item leads begin their 2nd drafts of CR Worksheets, based on the feedback

MO/DAY/TIME TL sends 3rd Planning Call Agenda to team

MO/DAY/TIME Item leads complete 2nd drafts and open feedback pane in BOSS for the team’s Review 2 (R-2)

MO/DAY/TIME **Team holds 3rd planning call.**

MO/DAY/TIME Examiner **X** completes initial Key Themes Worksheet for team’s feedback

MO/DAY/TIME All team members finish review and provide feedback on all CR Worksheets and KTs.

MO/DAY/TIME Item leads incorporate feedback and open items for Review 3 (R-3). Tech Editor reviews R-3.

MO/DAY/TIME 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.

MO/DAY/TIME Item leads prepare to discuss their assigned items by reviewing feedback and preparing scripts

MO/DAY/TIME TL sends Consensus Call Agenda to team

MO/DAY/TIME **Team holds 1st consensus call**

MO/DAY/TIME **Team holds 2nd consensus call**. **If needed,** MO/DAY/TIME **3rd consensus call.**

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

MO/DAY/TIME 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: 8/23/18 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.