2018 Baldrige Award Process – Wave 2

Key Dates, Activities, and **Approximate** Time Commitment

**Red** = Independent Review  **Black** = Conference Call  **Blue** = Consensus Review  **Orange** = Site Visit Planning  **Green** = Week 1 site visits  **Purple** = Week 2 site visits

Text conveys dates and also visits = site visits, unless it is otherwise stated.

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May

27-6/2  ASQ ships applications on 5/29 and notifies examiners by email. 5/30 Examiners begin Independent Review (IR).

June

3-9  Examiners continue to work on IR Scorebooks. By 6/6, all Wave 1 teams hold 1st planning conference call (1.5 hrs). Team Leader (TL) schedules IR call with applicant.

7-10  Examiners continue to work on IR Scorebooks. Applicant IR calls completed by 6/13.

17-23  Examiners continue to work on IR Scorebooks.

24-30  Examiners complete IR Scorebooks by 6/25 (50-70 hrs.). Consensus Review (CR) begins and TL drafts key factors by 6/26. Team holds second call (1.5 hrs.) by 6/27.

July

1-7  After 2nd call, Item Leads (ILs) begin synthesis of IR Worksheets and draft CR Worksheets.

8-14  ILs complete CR Worksheets and open them for Review 1 (R-1) by 7/10 (10 hrs.) Backups review items and provide feedback by 7/16 (2-3 hrs.)

15-21  Backups provide feedback by 7/16 (2-3 hrs.). ILs incorporate feedback, open items for R-2 (1-2 hrs.) by 7/20. 3rd call (1 hr.) by 7/20.

22-28  Key Themes (KT) Worksheet drafted by 7/24. Team provides feedback on all worksheets, incl. KT Worksheet, by 7/26 (10 hrs.).

29-8/4  ILs incorporate feedback & open items for R-3 by 7/30 (2-3 hrs.).

August

1-4  Calls held between 8/3 – 8/10 (8-12 hrs.). After calls, ILs incorporate changes for R-4 by 8/14 (1-2 hrs.)

5-11  After calls, ILs incorporate changes for R-4 by 8/14 (1-2 hrs.)

12-18  TL and/or scorebook editor review, edit, and finalize CR Scorebook by 8/20.

19-25  Judges meet on 8/22 to select applicants to receive site visits. Site visit teams for both weeks finalized by BPEP.

26-31  Site visit teams for both weeks finalized by BPEP and begin planning activities including preparing SV documents (20-30 hrs. total.)

September

If applicant is selected for a site visit, the team begins to prepare during mid-August through mid-September, including holding weekly planning calls (1-2 hrs. weekly) and preparing SV documents (an additional 12-16 hrs.).

2-8  Site visit teams for both weeks continue planning activities including preparing SV documents 20-30 hrs. total. Team holds weekly planning calls (1-2 hrs. each).

9-15  Site visit teams for both weeks continue planning activities including preparing SV documents 20-30 hrs. total. Team holds weekly planning calls (1-2 hrs. each).

16-22  Site visit teams for both weeks continue planning activities including preparing SV documents 20-30 hrs. total. Team holds weekly planning calls (1-2 hrs. each).

23-29  Week 1: Health Care, Manufacturing, & Service Site Visits (14-18 hr. days)

October

9/30 – 10/6  Week 2: Education, Small Business, & Nonprofit Site Visits (14-18 hr. days)