

2016 Site Visit Planning – Week 1 (HC, Mfg, Service)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
August 14	15	16	17	18	19	20	
			Judges' Meeting		Examiners receive site visit materials.		
21	22	23	24	25	26	27	
	Team leader & NIST monitor contact applicant's official contact point (OCP).			8/25—Call with Judge and Team Leaders	8/26—Call with Judge and Team Leaders (for those unable to make the /25 call)		
	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.			
4	5	6	7	8	9		
	Labor Day	Team members develop SVI Worksheets on BOSS.					
		Applicant submits updated results.		Examiners receive updated results.			
		Team leader sends 1st- day interview schedule & document request list to OCP.					
	12	13	14	15	16	17	
	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.					
18	19	20	21	22	23	24	
Team meets at hotel to review strategies and documents; finalize plans							

—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.