

## 2015 Site Visit Planning – Week 2 (Ed., SB, NP)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
August 30	31	September 1	2	3	4	5
[Judges' Meeting held on August 26]		Team leader & NIST monitor contact applicant's official contact point (OCP).		9/3 --Call with Judges and Team Leaders	9/4—Call with Judge and Team Leaders (for those unable to make the 9/3 call)	
6	7	8	9	10	11	12
<b>—Ongoing—</b> NIST monitor contacts team leader, monitors team's processes.	Labor Day	Team members develop SVIs, SVI Worksheets, and Strategy Tools on 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.			
	14	15	16	17	18	19
	Team members review just-in-time materials on Examiner Resource Center & scorebooks from BOSS.					
	21	22	23	24	25	26
<b>—Ongoing—</b> Team leader & team members conduct at least 3 planning calls.	Team members develop SVIs, SVI Worksheets, and Strategy Tools for assigned items on BOSS.					
			Team leader sends 1st- day interview schedule & document request list to OCP.			
	Applicant submits updated results.			Examiners receive updated results.		
27	28	29	30	October 1	2	3
	Team members review each other's Strategy Tools & SVI Worksheets.			Team downloads PDFs of Item Worksheets, SVI Worksheets, and Strategy Tools to take to site.		Team members travel to hotel.
		Team leader sets tentative agenda for Sunday planning meeting.				
4	5	6	7	8	9	10
Team meets at hotel to review strategies and documents; finalize plans.						

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