

2015 Award Process - Wave 1

Key Dates, Activities, and Approximate Time Commitment

J U N E						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27

Red = Independent Review activities
 Black = Conference call activities
 Blue = Consensus Review activities
 Orange = Site Visit Planning Activities
Green = Week 1 site visits
 Purple = Week 2 site visits

6/2- ASQ ships applications and notifies examiners by e-mail; examiners begin Independent Review (IR) on 6/3.

Examiners continue to work on IR Scorebooks, & by 6/10 all Wave 1 teams hold 1st planning call (1.5 hrs.).

Examiners continue to work on IR Scorebooks.

Examiners complete IR Scorebooks by 6/22 (35-40 hrs.). Team leader drafts key factors by 6/23; team holds 2nd call (1.5 hrs.) by 6/24.

J U N E / J U L Y						
S	M	T	W	TH	F	S
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

After 2nd call, item leads begin synthesis of IR Worksheets and draft Consensus Review (CR) Worksheets.

Item leads complete CR Worksheets and open them for Review 1 (R-1) by 7/7 (10 hrs.).

Backups provide feedback by 7/13 (2-3 hrs.). Item leads incorporate feedback, open items for R-2 (1-2 hrs.) by 7/17. 3rd call (1 hr.) by 7/17.

Key Themes (KT) Worksheet drafted by 7/21. Team provides feedback on all worksheets, incl. KT Worksheet, by 7/23 (10 hrs.).

Item leads incorporate feedback and open items for R-3 by 7/27 (2-3 hrs.). Team members prepare for consensus call (2-3 hrs.). Calls held 7/31-8/7 (8-12 hrs.)

A U G U S T						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18				
			26			

Team members prep for consensus call (2-3 hrs.). Calls held between 7/31 - 8/7 (8-12 hrs.).

Calls held between 7/31 - 8/7 (8-12 hrs.).

After calls, item leads incorporate review for R-4 by 8/11 (1-2 hrs.).

Team leader and/or scorebook editor review, edit, and finalize CR Scorebook by 8/17.

Judges meet on 8/26 to select applicants to receive site visits.

S E P T E M B E R / O C T O B E R						
S	M	T	W	TH	F	S
	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

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

Site visit teams for both weeks begin planning activities including preparing SV documents (12-16 hrs. total). Team holds weekly planning calls (1-2 hrs. each).

Site visit planning activities and preparing SV documents (12-16 hrs. total). Team holds weekly planning calls (1-2 hrs. weekly).

Site visit planning activities and preparing SV documents (12-16 hrs. total). Team holds weekly planning calls (1-2 hrs. weekly).

Site visit planning activities and preparing SV documents (12-16 hrs. total). Team holds weekly planning calls (1-2 hrs. weekly).

Week 1: Health Care, Manufacturing, and Service Site Visits (9/27-10/3) (14-18 hr. days)

Week 2: Education, Small Business, and Nonprofit Site Visits (10/4-10/10) (14-18 hr. days)

2015 Award Process - Wave 2

Key Dates, Activities, and Approximate Time Commitment

JUNE						
S	M	T	W	TH	F	S
	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27

<i>Red = Independent Review activities</i>	<i>Black = Conference call activities</i>	<i>Blue = Consensus Review activities</i>	<i>Orange = Site Visit Planning Activities</i>
<i>Green = Week 1 site visits</i>	<i>Purple = Week 2 site visits</i>		
6/8- ASQ ships applications and notifies examiners by e-mail; examiners begin Independent Review (IR) on 6/9.			
Examiners continue to work on IR Scorebooks, & by 6/16 all Wave 2 teams hold 1st planning call (1.5 hrs.).			
Examiners continue to work on IR Scorebooks.			

JUNE/JULY						
S	M	T	W	TH	F	S
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Examiner complete IR Scorebooks by 6/29 (35-40 hrs.). Team leader drafts key factors by 6/30; team holds 2nd call (1.5 hrs.) by 7/1.						
After 2nd call, item leads begin synthesis of IR Worksheets and draft Consensus Review (CR) Worksheets.						
Item leads complete CR Worksheets and open them for Review 1 (R-1) by 7/14 (10 hrs.).						
Backups provide feedback by 7/20 (2-3 hrs.). Item leads incorporate feedback, open items for R-2 (1-2 hrs.) by 7/24. 3rd call (1 hr.) by 7/24.						
Key Themes (KT) Worksheet drafted by 7/28. Team provides feedback on all worksheets, incl. KT Worksheet, by 7/31 (10 hrs.).						

AUGUST						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24		26			

Item leads incorporate feedback and open items for R-3 by 8/3 (2-3 hrs.). Team members prep for consensus call (2-3 hrs.). Calls held btw. 8/7-8/14 (8-12 hrs.).						
Calls held between 8/7 - 8/14 (8-12 hrs.).						
After calls, item leads incorporate review for R-4 by 8/18 (1-2 hrs.).						
Team leader and/or scorebook editor review, edit, and finalize CR Scorebook by 8/24. Judges meet on 8/26 to select applicants to receive site visits.						

SEPTEMBER/OCTOBER						
S	M	T	W	TH	F	S
	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	5	3
4	5	6	7	8	9	10

If applicant is selected for a site visit, the team begins to prepare during September and early October, including holding weekly planning calls (1-2 hrs. weekly) and preparing SV documents (an additional 12-16 hrs.).						
Site visit teams for both weeks begin planning activities including preparing SV documents (12-16 hrs. total). Team holds weekly planning calls (1-2 hrs. each).						
Site visit planning activities and preparing SV documents (12-16 hrs. total). Team holds weekly planning calls (1-2 hrs. weekly).						
Site visit planning activities and preparing SV documents (12-16 hrs. total). Team holds weekly planning calls (1-2 hrs. weekly).						
Site visit planning activities and preparing SV documents (12-16 hrs. total). Team holds weekly planning calls (1-2 hrs. weekly).						
Week 1: Health Care, Manufacturing, and Service Site Visits (9/27-10/3) (14-18 hr. days)						
Week 2: Education, Small Business, and Nonprofit Site Visits (10/4-10/10) (14-18 hr. days)						