

2016 Award Process - Wave 1

Key Dates, Activities, and Approximate Time Commitment

MAY/JUNE						
S	M	T	W	TH	F	S
	23	24	25	26	27	28
29	30	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		

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		
5/24 - ASQ ships applications and notifies examiners by e-mail; examiners begin Independent Review (IR) on 5/25.			
Examiners continue to work on IR Scorebooks, & by 6/1 all Wave 1 teams hold 1st planning call (1.5 hrs.). Team leader schedules IR call with applicant.			
Examiners continue to work on IR Scorebooks. Applicant IR calls completed by 6/8.			
Examiners complete IR Scorebooks by 6/13 (50-70 hrs.). Team leader drafts key factors by 6/14; team holds 2nd call (1.5 hrs.) by 6/15.			
After 2nd call, Item Leads (ILs) 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 6/28 (10 hrs.). Backups review items and provide feedback by 7/4 (2-3 hrs.)			

JULY						
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	28	29	30
31						

Backups provide feedback by 7/4 (2-3 hrs.).			
Backups provide feedback by 7/4 (2-3 hrs.). ILs incorporate feedback, open items for R-2 (1-2 hrs.) by 7/8. 3rd call (1 hr.) by 7/8.			
Key Themes (KT) Worksheet drafted by 7/12. Team provides feedback on all worksheets, incl. KT Worksheet, by 7/14 (10 hrs.).			
ILs incorporate feedback & open items for R-3 by 7/18 (2-3 hrs.). Tech editor reviews. Team preps for consensus call (2-3 hrs.). Calls held 7/22-7/29 (8-12 hrs.)			
Calls held between 7/22 - 7/29 (8-12 hrs.).			
After calls, item leads incorporate changes for R-4 by 8/2 (1-2 hrs.).			

AUGUST						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8					
14			17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

After calls, item leads incorporate changes for R-4 by 8/2 (1-2 hrs.).			
Team leader and/or scorebook editor review, edit, and finalize CR Scorebook by 8/8.			
Judges meet on 8/17 to select applicants to receive site visits. Site visit teams for both weeks finalized by BPEP.			
Site visit teams for both weeks finalized by BPEP and begin planning activities including preparing SV documents (20-30 hrs. total).			
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).			

SEPTEMBER/OCTOBER						
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	28	29	30	1

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 planning activities and preparing SV documents (20-30 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 (9/18-9/24) (14-18 hr. days)			
Week 2: Education, Small Business, and Nonprofit Site Visits (9/25-10/1) (14-18 hr. days)			

2016 Award Process - Wave 2

Key Dates, Activities, and Approximate Time Commitment

MAY/JUNE						
S	M	T	W	TH	F	S
29	30	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		

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		
5/31- ASQ ships applications and notifies examiners by e-mail; examiners begin Independent Review (IR) on 6/1.			
Examiners continue to work on IR Scorebooks, & by 6/8 all Wave 2 teams hold 1st planning call (1.5 hrs.). Team leader schedules IR call with applicant.			
Examiners continue to work on IR Scorebooks. Applicant IR calls completed by 6/15.			
Examiner complete IR Scorebooks by 6/20 (50-70 hrs.). Team leader drafts key factors by 6/21; team holds 2nd call (1.5 hrs.) by 6/22.			
After 2nd call, item leads begin synthesis of IR Worksheets and draft Consensus Review (CR) Worksheets.			

JULY						
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	28	29	30
31						

After 2nd call, item leads begin synthesis of IR Worksheets and draft Consensus Review (CR) Worksheets.						
Item leads (ILs) complete CR Worksheets and open them for Review 1 (R-1) by 7/5 (10 hrs.). Backups review items and provide feedback by 7/11 (2-3 hrs.)						
Backups provide feedback by 7/11 (2-3 hrs.). ILs incorporate feedback, open items for R-2 (1-2 hrs.) by 7/15. 3rd call (1 hr.) by 7/15.						
Key Themes (KT) Worksheet drafted by 7/19. Team provides feedback on all worksheets, incl. KT Worksheet, by 7/21 (10 hrs.).						
ILs incorporate feedback & open items for R-3 by 7/25 (2-3 hrs.). Tech editor review. Team preps for consensus call (2-3 hrs.). Calls held btw. 7/29 - 8/5 (8-12 hrs.).						
Calls held between 7/29 - 8/5 (8-12 hrs.).						

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

Calls held between 7/29 - 8/5 (8-12 hrs.). After calls, item leads incorporate changes for R-4 by 8/9 (1-2 hrs.).						
After calls, item leads incorporate changes for R-4 by 8/9 (1-2 hrs.).						
Team leader and/or scorebook editor review, edit, and finalize CR Scorebook by 8/15. Judges meet on 8/17 to select applicants to receive site visits.						
Site visit teams for both weeks finalized by BPEP and begin planning activities including preparing SV documents (20-30 hrs. total).						
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).						

SEPTEMBER/OCTOBER						
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	28	29	30	1

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 20-30 hrs.).						
Site visit planning activities and preparing SV documents (20-30 hrs. total). Team holds weekly planning calls (1-2 hrs. weekly).						
Site visit planning activities and preparing SV documents (20-30 hrs. total). Team holds weekly planning calls (1-2 hrs. weekly).						
Site visit planning activities and preparing SV documents (20-30 hrs. total). Team holds weekly planning calls (1-2 hrs. weekly).						
Week 1: Health Care, Manufacturing, and Service Site Visits (9/18-9/24) (14-18 hr. days)						
Week 2: Education, Small Business, and Nonprofit Site Visits (9/25-10/1) (14-18 hr. days)						