

2010 Award Process - Wave 1

Key Dates, Activities, and Approximate Time Commitment

JUNE						
S	M	T	W	TH	F	S
			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**
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) by 6/3.**

← **Examiners continue Independent Review, & by 6/10 all Wave 1 teams hold 1st planning call (1.5 hrs.).**

← **Examiners continue to work on Independent Review.**

← **Examiners complete IR Scorebook by 6/22 (35 hrs.). Team Leader drafts key factors by 6/23; team holds 2nd call (1.5 hrs.) by 6/24.**

← **After 2nd call, Item leads begin synthesis of Independent Review 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

← **Item leads continue synthesis of Independent Review Worksheets.**

← **Item leads draft Consensus Review Worksheets and open them for Review 1 (R-1) by 7/7 (10 hrs.).**

← **Backups provide feedback by 7/12 (2-3 hrs.). Item leads incorporate feedback, open Items for R-2 (2-3 hrs.) by 7/15. 3rd call (1 hr.) by 7/16.**

← **Key Themes (KT) Worksheet drafted by 7/20. Team provides feedback on all worksheets, including KT Worksheet, to prep for consensus calls.**

← **Examiners continue review of all worksheets (15 hrs.). Item leads prepare for consensus call (2-3 hrs.). Calls held on 7/26 - 8/2.**

AUGUST						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	

← **Calls held on 7/26 - 8/2 (8-10 hrs.). After calls, Item leads incorporate review for R-3 by 8/6.**

← **Team Leader and/or scorebook editor review, edit, and finalize Consensus Review Scorebook by 8/13.**

OCTOBER						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
#	11	12	13	14	15	#
#	18	19	20	21	22	#

If applicant is selected for a site visit, preparation begins after the Judges' meeting on Sept. 7, including weekly planning calls (1-2 hrs. weekly) and Site Visit Issue Worksheet preparation (an additional 8 hrs.).

← **Week 1: Health Care, Manufacturing, and Service Site Visits (14-18 hr. days)**

← **Week 2: Education, Small Business, and Nonprofit Site Visits (14-18 hr. days)**

2010 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	28	29	30			

Red = Independent Review activities Black = Conference call activities Blue = Consensus Review activities
 Green = Week 1 site visits Purple = Week 2 site visits

- ← 6/8 - ASQ ships applications and notifies Examiners by e-mail; Examiners begin Independent Review (IR) by 6/9.
- ← Examiners continue Independent Review, & by 6/16 all Wave 2 teams hold 1st planning call (1.5 hrs.).
- ← Examiners continue to work on Independent Review.
- ← Examiners complete IR Scorebook by 6/28 (35 hrs.). Team Leader drafts key factors by 6/29; team holds 2nd call (1.5 hrs.) by 6/30.

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 Independent Review Worksheets.
- ← Item leads continue synthesis and draft Consensus Review Worksheets.
- ← Item leads draft Consensus Review Worksheets and open them for Review 1 (R-1) by 7/13 (10 hrs.).
- ← Backups provide feedback by 7/19 (2-3 hrs.). Item leads incorporate feedback, open Items for R-2 (2-3 hrs.) by 7/22. 3rd call (1 hr.) by 7/23.
- ← Key Themes (KT) Worksheet drafted by 7/27. Team provides feedback on all worksheets, incl. KT Worksheet, to prepare for consensus calls.

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	

- ← Examiners continue review of all worksheets (15 hrs.). Item leads prepare for call (2-3 hrs.). Calls held on 8/2 - 8/9.
- ← Calls held on 8/2 - 8/9 (8-10 hrs.). After calls, Item leads incorporate review for R-3 by 8/13.
- ← Team Leader and/or scorebook editor review, edit, and finalize Consensus Review Scorebook by 8/20.

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

- ← If applicant is selected for a site visit, preparation begins after the Judges' meeting on Sept. 7, including weekly planning calls (1-2 hrs. weekly) and Site Visit Issue Worksheet preparation (an additional 8 hrs.).
- ← Week 1: Health Care, Manufacturing, and Service Site Visits (14-18 hr. days)
- ← Week 2: Education, Small Business, and Nonprofit Site Visits (14-18 hr. days)

2010 Award Process - Wave 3

Key Dates, Activities, and Approximate Time Commitment

JUNE						
S	M	T	W	TH	F	S
		14	15	16	17	18
20	21	22	23	24	25	26
27	28	29	30			

Red = Independent Review activities Black = Conference call activities Blue = Consensus Review activities
 Green = Week 1 of site visits Purple = Week 2 of site visits

- ← 6/14- ASQ ships applications and notifies Examiners by e-mail; Examiners begin Independent Review (IR) by 6/15.
- ← Examiners continue Independent Review, & by 6/22 all Wave 3 teams hold 1st planning call (1.5 hrs.).
- ← Examiners continue to work on Independent Review.

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

- ← Examiners continue to work on Independent Review
- ← Examiners complete IR Scorebook by 7/5 (35 hrs.). Team Leader drafts key factors by 7/6; team holds 2nd call (1.5 hrs.) by 7/7.
- ← After 2nd call, Item leads begin synthesis of Independent Review Worksheets.
- ← Item leads draft Consensus Review Worksheets and open them for Review 1 (R-1) by 7/19 (10 hrs.).
- ← Backups provide feedback by 7/26 (2-3 hrs.). Item leads incorporate feedback/open Items for R-2 (2-3 hrs.) by 7/29. 3rd call (1 hr.) by 7/30.

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	25	26	27	

- ← Key Themes (KT) Worksheet drafted by 8/3. Team provides feedback on all worksheets, incl. KT Worksheet, to prepare for consensus calls.
- ← Examiners continue review of all worksheets (15 hrs.). Item leads prepare for call (2-3 hrs.). Calls held on 8/9 - 8/16.
- ← Calls held on 8/9 - 8/16 (8-10 hrs.). After calls, Item leads incorporate review for R-3 by 8/20.
- ← Team Leader and/or scorebook editor review, edit, and finalize Consensus Review Scorebook by 8/27.

OCTOBER						
S	M	T	W	TH	F	S
					1	2
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- ← If applicant is selected for a site visit, preparation begins after the Judges' meeting on Sept. 7, including weekly planning calls (1-2 hrs. weekly) and Site Visit Issue Worksheet preparation (an additional 8 hrs.).
- ← Week 1: Health Care, Manufacturing and Service Site Visits (14-18 hr days)
- ← Week 2: Education, Small Business, and Nonprofit Site Visits (14-18 hr days)