

# 2012 Award Process - Wave 1

## Key Dates, Activities, and *Approximate* Time Commitment

MAY/JUNE						
S	M	T	W	TH	F	S
			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

<i>Red = Independent Review activities</i>	<i>Black = Conference call activities</i>	<i>Blue = Consensus Review activities</i>
<i>Green = Week 1 site visits</i>	<i>Purple = Week 2 site visits</i>	
5/30 - ASQ ships applications and notifies examiners by e-mail; examiners begin Independent Review (IR) on 5/31.		
Examiners continue Independent Review, & by 6/7 all Wave 1 teams hold 1st planning call (1.5 hrs.).		
Examiners continue to work on IR Scorebooks.		
Examiners complete IR Scorebooks by 6/19 (35 hrs.). Team leader drafts key factors by 6/20; team holds 2nd call (1.5 hrs.) by 6/21.		
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				

Item leads complete CR Worksheets and open them for Review 1 (R-1) by 7/3(10 hrs.).
Backups provide feedback by 7/9 (2-3 hrs.). Item leads incorporate feedback, open items for R-2 (1-2 hrs.) by 7/13. 3rd call (1 hr.) by 7/13.
Key Themes (KT) Worksheet drafted by 7/17. Team provides feedback on all worksheets, incl. KT Worksheet, by 7/19 (10 hrs.).
Item leads incorporate feedback and open items for R-3 by 7/23 (2-3 hrs.). Team members prep for consensus call (2-3 hrs.). Calls held btw. 7/27-8/3 (8-12 hrs.).
Calls held between 7/27-8/3 (8-12 hrs.).

AUGUST						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13					
			29			

Calls held between 7/27-8/3 (8-12 hrs.).
After calls, item leads incorporate review for R-4 by 8/7 (1 hr.).
Team leader and/or scorebook editor review, edit, and finalize the CR Scorebook by 8/13.
Judges meet on 8/29 to select applicants to receive site visits.

SEPTEMBER/OCTOBER						
S	M	T	W	TH	F	S
30	1	2	3	4	5	6
7	8	9	10	11	12	13

If applicant is selected for a site visit, the team begins to prepare, including holding weekly planning calls (1-2 hrs. weekly) and preparing Site Visit Issue (SVI) Worksheets (an additional 8 hrs.).
Week 1: Health Care, Manufacturing, and Service Site Visits (9/30-10/6) (14-18 hr. days)
Week 2: Education, Small Business, and Nonprofit Site Visits (10/7-10/13) (14-18 hr. days)

## 2012 Award Process - Wave 2

### Key Dates, Activities, and *Approximate* Time Commitment

JUNE							
S	M	T	W	TH	F	S	
		5	6	7	8	9	
10	11	12	13	14	15	16	← 6/5- ASQ ships applications and notifies examiners by e-mail; examiners begin Independent Review (IR) on 6/6.
17	18	19	20	21	22	23	← Examiners continue to work on IR Scorebooks, & by 6/13, all Wave 2 teams hold 1st planning call (1.5 hrs.).
24	25	26	27	28	29	30	← Examiners continue to work on IR Scorebooks.
							← Examiners complete IR Scorebooks by 6/25 (35 hrs.). Team leader drafts key factors by 6/26; team holds 2nd call (1.5 hrs.) by 6/27.

Red = Independent Review activities    Black = Conference call activities    Blue = Consensus Review activities

Green = Week 1 site visits                      Purple = Week 2 site visits

JULY							
S	M	T	W	TH	F	S	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	← After 2nd call, item leads begin synthesis of IR Worksheets and draft Consensus Review (CR) Worksheets.
15	16	17	18	19	20	21	← Item leads complete CR Worksheets and open them for Review 1 (R-1) by 7/10 (10 hrs.).
22	23	24	25	26	27	28	← Backups provide feedback by 7/16 (2-3 hrs.). Item leads incorporate feedback, open items for R-2 (1-2 hrs.) by 7/20. 3rd call (1 hr.) by 7/20.
29	30	31					← Key Themes (KT) Worksheet drafted by 7/24. Team provides feedback on all worksheets, incl. KT Worksheet, by 7/26 (10 hrs.).
							← Item leads incorporate feedback and open items for R-3 by 7/30 (2-3 hr.). Team members prepare for consensus call (2-3 hrs.).

AUGUST							
S	M	T	W	TH	F	S	
			1	2	3	4	
5	6	7	8	9	10	11	← Team members prep for consensus call (2-3 hrs.). Calls held between 8/3 - 8/10 (8-12 hrs.).
12	13	14	15	16	17	18	← Calls held between 8/3 - 8/10 (8-12 hrs.).
19	20						← After calls, item leads incorporate review for R-4 by 8/14 (1 hr.).
			29				← Team leader and/or scorebook editor review, edit, and finalize CR Scorebook by 8/20.
							← Judges meet on 8/29 to select applicants to receive site visits.

SEPTEMBER/OCTOBER							
S	M	T	W	TH	F	S	
30	1	2	3	4	5	6	← If applicant is selected for a site visit, the team begins to prepare, including holding weekly planning calls (1-2 hrs. weekly) and preparing Site Visit Issue (SVI) Worksheets (an additional 8 hrs.).
7	8	9	10	11	12	13	← Week 1: Health Care, Manufacturing, and Service Site Visits (9/30-10/6) (14-18 hr. days)
							← Week 2: Education, Small Business, and Nonprofit Site Visits (10/7-10/13) (14-18 hr. days)

# 2012 Award Process - Wave 3

## Key Dates, Activities, and *Approximate* Time Commitment

JUNE						
S	M	T	W	TH	F	S
	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

- ← 6/11- ASQ ships applications and notifies examiners by e-mail; examiners begin Independent Review (IR) on 6/12.
- ← Examiners continue to work on IR Scorebooks, & by 6/19 all Wave 3 teams hold 1st planning call (1.5 hrs.).
- ← Examiners continue to work on IR Scorebooks.

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				

- ← Examiner complete IR Scorebooks by 7/2 (35 hrs.). Team leader drafts key factors by 7/3.
- ← Team holds 2nd call (1.5 hrs.) by 7/9. 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 7/16 (10 hrs.).
- ← Backups provide feedback by 7/23 (2-3 hrs.). Item leads incorporate feedback, open items for R-2 (1-2 hrs.) by 7/27. 3rd call (1 hr.) by 7/27.
- ← Key Themes (KT) Worksheet drafted by 7/31.

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		29			

- ← Team provides feedback on all worksheets, incl. KT Worksheet, by 8/3 (10 hrs.).
- ← Item leads incorporate feedback and open items for R-3 by 8/6 (2-3 hrs.). Team members prep for consensus call (2-3 hrs.). Calls held btw. 8/10-8/17 (8-12 hrs.).
- ← Calls held between 8/10 - 8/17 (8-12 hrs.).
- ← After calls, item leads incorporate review for R-4 by 8/21 (1 hr.).
- ← Team leader and/or scorebook editor review, edit, and finalize CR Scorebook by 8/27. Judges meet on 8/29 to select applicants to receive site visits.

SEPTEMBER/OCTOBER						
S	M	T	W	TH	F	S
30	1	2	3	4	5	6
7	8	9	10	11	12	13

- ← If applicant is selected for a site visit, the team begins to prepare, including holding weekly planning calls (1-2 hrs. weekly) and preparing Site Visit Issue (SVI) Worksheets (an additional 8 hrs.).
- ← Week 1: Health Care, Manufacturing, and Service Site Visits (9/30-10/6) (14-18 hr. days)
- ← Week 2: Education, Small Business, and Nonprofit Site Visits (10/7-10/13) (14-18 hr. days)