

8/30 – 8/31

2012 Week 2 Site Visits (Ed., SB, NP)

NIST finalizes Site Visit Teams (assigning "new adds" when necessary).

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
September 2	3	4	5	6	7
<p>Judges Meeting 8/29/12</p> <p>Team receives site visit materials.</p> <p>Team leader & NIST monitor contact applicant's official contact point (OCP).</p>		<p>9/5—Call with Judge and Team Leaders</p>	<p>9/6—Call with Judge and Team Leaders (if unable to be on the 9/5 call)</p>		
Team members review just-in-time materials on Examiner Resource Center & scorebooks from BOSS.					
9	10	11	12	13	14
Team leader & backup continue planning process, create schedule, & finalize assignments for item leads & backups.					
16	17	18	19	20	21
<p>This week, team leader & backup team leader coordinate planning calls, logistics, & schedule (including travel).</p>	Team members develop SVIs, SVI Worksheets, and Strategy Tools for assigned items on BOSS.				
23	24	25	26	27	28
	<p>Applicant submits updated results.</p>			<p>Examiners receive updated results.</p> <p>Team leader sends 1st-day interview schedule & document request list to OCP.</p>	
	October 1	2	3	4	5
Team reviews updated results and revises Strategy Tools and SVI Worksheets, as appropriate.			Team downloads PDFs of Item Worksheets, SVI Worksheets, and Strategy Tools to take to site.		<p>Team members travel to hotel.</p>
Team leader sets tentative agenda for Sunday planning meeting.					
7	8	9	10	11	12
<p>Team meets at noon at hotel to review strategies and documents and finalize plans.</p>					

—Ongoing—

NIST monitor contacts team leader, monitors team's processes.

—Ongoing—

Team leader & NIST monitor continue contact with OCP.

—Ongoing—

Team leader & team members conduct at least 3 planning calls.

