



2017 Southwest Alliance Performance Excellence Program Schedule

Date	Who	Where	Task/Item
Feb 23	Applicants	Phoenix Metro Area	Workshop –SWAE Level 3 Application Development Workshop
May 5	Applicants	SWAE Office	Completed Intent to Apply forms due
May 12	Potential Examiners	SWAE Office	Examiner Applications Due for Performance Excellence Program
May 22	All Examiners		Pre-work for Examiner Training sent out – mandatory for all examiners bring completed on June 5
May 23 9:30 -11:30 AM	All Examiners attending Phx training	Webinar	Introductory Examiner Training
*June 5, 6 & 7 7:30 AM – 5 PM	All Examiners	DVUSD Phoenix, AZ	Examiner Training – Stage 1, 2 & 3 In person only
June 9	All Examiners		Pre-work for Examiner Training sent out – mandatory for all examiners bring completed on June 26
June 13 9:30 - 11:30 AM	All Examiners attending NV training	Webinar	Introductory Examiner Training
*June 26, 27 & 28 7:30 AM – 5 PM	All Examiners	City of Henderson Henderson, NV	Examiner Training- Stage 1, 2 & 3
July 10	Applicants	SWAE Office	Completed Awards Applications due
July 10-14	SWAE		Selection of Examination Teams, Leads, & Mentors
July 12 1:30-4:00 PM	Lead Examiners & SWAE	Webinar	2-3 hours Lead & Software Training; Site Visit Responsibilities; and initial applicant contact
July 13 1:30-3:30 PM	All Examiners	Webinar	SBN JIT Training for Independent Review
July 14	SWAE		Distribute applications and supporting materials to examination teams
July 19 1:00-3:30	Mentors	Webinar	Mentor Training Webinar
July 15 - Aug 6	Examiners		Stage 1 - Independent Review of Applications
Aug 2 1:00-3:30 PM	Applicants	TBD	Workshop – “How to Prepare for a Site Visit” (1:00pm-3:30pm) - Sandy
Aug 3	All Examiners 1:30-2:30; Leads 1:30-3:30	Webinar	SBN JIT Training Consensus
Aug 7 – Sept 10	Examiners & Mentors		Examiners Stage 2 – Team Meeting (1-2 days) & Consensus report completed
Aug 31	All Examiners 1:30-2:30; Leads 1:30-4:30	Webinar	SBN JIT Training Site Visit
Sep 11	Lead Examiners	SWAE	Consensus scorebooks & scoring sheets with mentor review due
Sep 10-15 or 22	Examiners & Mentors		Site Visit Preparation
Sep 18-22 & Sep 25-29	Examiners/Mentors/ Applicants		Stage 3 - Site Visits completed (Site Visit time based on applicant type)
Oct 13	Examiners	SWAE	Draft Feedback Reports with mentor review due (send to tech editor)
Oct 20 1:00-4:30	Judges	TBD	Panel of Judges Training
Nov 6	Judges	TBD	Stage 4 - Panel of Judges Meeting
Nov 7 – 20	Judges & Lead Examiners		Finalize feedback report with tech edits
Nov 13-20	SWAE		Stage 5 - Final Due Diligence conducted
Nov 20	Lead Examiners	SWAE	Final Feedback Reports due
Nov 27 – Dec 1	SWAE		Applicants notification of selection/non-selection
Dec 4	SWAE		News Release distributed reporting Recipients
Nov 20 – Dec 10	SWAE		Editing of feedback reports
Mid Dec TBD	SWAE		Feedback Reports provided to all applicants
Jan/Feb. 2018	SWAE	TBD	Recognition Banquet for Recipients and Volunteers

Examiner Information
Applicant Information

Revised 5/30/2017

SBN: Scorebook Navigator Software

***Examiners/Mentors/Judges must attend Webinar and one of the 3 day examiner training sessions**