



## 2019 Southwest Alliance Performance Excellence Program Schedule

Date	Who	Where	Task/Item
June 7	Applicants	SWAE Office	Completed Intent to Apply forms due
June 14	Potential Examiners	SWAE Office	Examiner Applications due
August 2	All Examiners		Pre-work for Examiner Training sent out – mandatory for all examiners bring completed on Aug 20
August 5 9:30 - 11:30 AM	All Examiners attending Phoenix training	Webinar	Introductory Examiner Training
August 19	Applicants	SWAE Office	Completed Awards Applications due
August 20 & 21 7:30 AM – 5 PM	All Examiners trained in Phoenix	TBD	Examiner Training- Stages 1 & 2
August 22 8:30-11:30 AM	Lead Examiners & SWAE	Webinar	2-3 hours Lead & Software Training;
August 22 1:30-3:30 PM	All Examiners including Leads	Webinar	SBN JIT Training for Independent Review
August 20-22	SWAE		Selection of Examination Teams, Leads, & Mentors
August 23	SWAE		Distribute applications and supporting materials to examination teams
August 29 1:00-2:30PM	Mentors	Webinar	Mentor Training Webinar
Aug 24 – Sept 15	Examiners		Stage 1 - Independent Review of Applications
September 17	Leads only 8:30-9:30; All Examiners & Leads 9:30-11:30	Webinar	SBN JIT Training for Consensus
Sept 17 – Oct 24	Examiners & Mentors		Examiners Stage 2 – Team Conference Calls/Webinars (8-16 hours) & Consensus report completed
September 24 1:00-3:30 PM	Applicants	TBD	Workshop – “How to Prepare for a Site Visit” - Sandy
October 3	Leads 1:30-2:30 All Examiners 2:30-4:30	Webinar	Leads – Site Visit Responsibilities and initial applicant contact SBN JIT Training for Site Visit
Oct 25	Lead Examiners	SWAE	Consensus scorebooks & scoring sheets with mentor review due
Oct 28 to Nov 1	Examiners & Mentors		Site Visit Preparation
Nov 4-8 & Nov 11-15	Examiners/Mentors/ Applicants		Stage 3 - Site Visits (Site Visit time based on applicant type)
Week of Nov 18	Judges	TBD	Panel of Judges Training
November 22	Examiners	SWAE	Draft Feedback Reports with mentor review due (send to tech editor)
Dec 6 10:00-3:00	Judges	TBD	Stage 4 - Panel of Judges Meeting
Dec 6-20	Judges & Lead Examiners		Finalize feedback report with tech edits
Dec 7-13	SWAE		Stage 5 - Final Due Diligence conducted
Week of Dec 9	SWAE		Applicants notification of selection/non-selection
Week of Dec 9	SWAE		News Release distributed
Dec 20	Lead Examiners	SWAE	Final Feedback Reports due
Dec 20-Jan 3	SWAE		Editing of feedback reports
January 6	SWAE		Feedback Reports provided to all applicants
Weeks of Jan 13 & 20	SWAE/Applicants/Judges/Lead Examiners		Applicant meetings
Feb. 2020	SWAE	TBD	Recognition Banquet for Recipients and Volunteers

**Examiner Information**  
**Applicant Information**

SBN: Scorebook Navigator Software

\*Examiners must attend Webinar and 2 day examiner training session

\*\*If necessary = minimum number of Examiner Applications must be received from Nevada/Utah to hold training in those locations