



2019 Southwest Alliance Performance Excellence Program Schedule

Date	Who	Where	Task/Item
June 7	Applicants	SWAE Office	Completed Intent to Apply forms due
July 17	Potential Examiners	SWAE Office	Examiner Applications due
July 19	All Examiners		Pre-work for Examiner Training sent out – mandatory for all examiners bring completed on Aug 7
August 5 9:30 - 11:30 AM	All Examiners attending Phoenix training	Webinar	Introductory Examiner Training
August 7 & 8 7:30 AM – 5 PM	All Examiners trained in Phoenix	DVUSD	Examiner Training- Stages 1 & 2
August 12	Applicants	SWAE Office	Completed Awards Applications due
August 13-16	SWAE		Selection of Examination Teams, Leads, & Mentors
August 15 8:30-11:30 AM	Lead Examiners & SWAE	Webinar	2-3 hours Lead & Software Training;
August 15 1:30-3:30 PM	All Examiners including Leads	Webinar	SBN JIT Training for Independent Review
August 16	SWAE		Distribute applications and supporting materials to examination teams
August 29 1:00-2:30PM	Mentors	Webinar	Mentor Training Webinar
Aug 17 – 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	Lead Initial applicant contact training SBN JIT Training for Consensus
Sept 17 - 30	Team Lead		Team Lead Initial Applicant Contact
Sept 17 – Oct 24	Examiners & Mentors		Examiners Stage 2 – Team Conference Calls/Webinars (8-16 hours) & Consensus report completed
September 18 1:00-3:30 PM	Applicants	Webinar	Workshop – “How to Prepare for a Site Visit” - Sandy
October 3	Leads 12:30-1:30 All Examiners 1:30-4:30	Webinar	Leads – Site Visit Responsibilities and agenda prep with applicant 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 3-8 & Nov 10-15	Examiners/Mentors/ Applicants		Stage 3 - Site Visits (Site Visit time based on applicant type)
Nov 18	Judges	TBD	Panel of Judges Training
November 22	Lead Examiners	SWAE	Draft Feedback Reports with mentor review due
Dec 6	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
Dec 11-17	SWAE		News Release distributed
Dec 20	Lead Examiners	SWAE	Final Feedback Reports due
Dec 20-Jan 3	SWAE		Editing of feedback reports
January 8	SWAE		Feedback Reports provided to all applicants
Weeks of Jan 13 & 20	SWAE/Applicants/Judges/Lead Examiners		Applicant meetings
Feb. 2020	SWAE	TBD	Annual Sharing of Best Practices & Awards Luncheon - Recognition Banquet for Recipients and Volunteers

Examiner Information
Applicant Information

Revised 4/8/2019

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**