



2020 Southwest Alliance Performance Excellence Program Schedule

Date	Who	Where	Task/Item
May 4	Applicants	SWAE Office	Completed Intent to Apply forms due
May 18	Potential Examiners	SWAE Office	Examiner Applications Due for Performance Excellence Program
May 27	All Examiners		Pre-work for Examiner Training sent out – mandatory for all examiners - bring 2 completed hard copies on June 10
June 3 9:30 - 11:30 AM	All Examiners	Webinar	Introductory Examiner Training
June 10 & 11 7:30 AM – 5 PM	All Examiners	Tent. DVUSD Phoenix, AZ	Examiner Training- Stage 1&2
June 15-19	SWAE		Selection of Examination Teams, Leads, & Mentors
June 22 9:30-11:30 am	Lead Examiners & SWAE	Webinar	2-3 hours Lead & Software Training; Site Visit Responsibilities; and initial applicant contact
June 22 12:30-2:30 PM	All Examiners including Leads	Webinar	Software JIT Training for Independent Review
June 22	Applicants	SWAE Office	Completed Awards Applications due
June 22-26	SWAE		Distribute applications and supporting materials to examination teams
June 26 – July 17	Examiners		Stage 1 - Independent Review of Applications
July 15	All Examiners & Leads 9:30-10:30; Leads only 10:30-11:30	Webinar	Software JIT Training for Consensus
July 20 1:00-3:00PM	Mentors	Webinar	Mentor Training Webinar
July 18 – Aug 30	Examiners & Mentors		Examiners Stage 2 – Team Conference Calls/Webinars (8-16 hours) & Consensus report completed
Aug 5 1:00-3:00 PM	Applicants	TBD	Workshop – “How to Prepare for a Site Visit” - Sandy
Aug 26	All Examiners 1:30-2:30; Leads 1:30-3:30	Webinar	JIT Training for Site Visit
Aug 31	Lead Examiners	SWAE	Consensus scorebooks & scoring sheets with mentor review due
Sep 1-12 or 19	Examiners & Mentors		Site Visit Preparation
Sep 13-18 & Sep 20-25	Examiners/Mentors/ Applicants		Stage 3 - Site Visits completed (Site Visit time based on applicant type)
Oct 2	Examiners	SWAE	Draft Feedback Reports, score sheet & SVIs with mentor review due (send to tech editor)
Oct 5 1:00-4:00PM	Judges	TBD	Panel of Judges Training
Oct 19	Judges	TBD	Stage 4 - Panel of Judges Meeting
Oct 19 – Nov 2	Judges & Lead Examiners		Finalize feedback report with tech edits
Nov 2-6	SWAE		Stage 5 - Final Due Diligence conducted
Nov 6	Lead Examiners	SWAE	Final Feedback Reports due
Nov 9 – 13	SWAE		Applicants notification of selection/non-selection
Nov 16	SWAE		News Release distributed reporting Recipients
Nov 6 – Nov 20	SWAE		Editing of feedback reports
Nov 23-30	SWAE		Feedback Reports provided to all applicants
Jan 4-20	SWAE/Applicants/Judges/ Lead Examiner		Applicant meetings
Jan/Feb. 2021	SWAE	TBD	Recognition Banquet for Recipients and Volunteers & Best Practice Sharing

Examiner Information
Applicant Information

Revised 02/03/20

*Examiners/Mentors/Judges must attend Intro. Webinar and 2 day examiner training sessions

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