



## 2020 Southwest Alliance Performance Excellence Program Schedule

Date	Who	Where	Task/Item
June 30	Applicants	SWAE Office	Completed Intent to Apply forms due
July 20	Potential Examiners	SWAE Office	Examiner Applications Due for Performance Excellence Program
July 27	All Examiners		Pre-work for Examiner Training sent out – mandatory for all examiners - <b>bring 2 completed hard copies on Aug</b>
August 5 9:30 - 11:30 AM	All Examiners	Webinar	Introductory Examiner Training
August 12-13 7:30 AM – 5 PM	All Examiners	Tent. DVUSD Phoenix, AZ or Virtual	Examiner Training- Stage 1&2
August 17	Applicants	SWAE Office	Completed Awards Applications due
August 17-21	SWAE		Selection of Examination Teams, Leads, & Mentors
August 18 9:30-11:30 am	Lead Examiners & SWAE	Webinar	2-3 hours Lead & Software Training
August 18 1:30-2:30 PM	All Examiners including Leads	Webinar	SBN JIT Training for Independent Review
August 21	SWAE		Distribute applications and supporting materials to examination teams
August 21 – Sept 21	Examiners		Stage 1 - Independent Review of Applications
August 25 1:00- 3:00PM	Mentors	Webinar	Mentor Training Webinar
September 18	Leads only 8:30-9:30; All Examiners & Leads 9:30- 10:30;	Webinar	Lead initial applicant contact training Software JIT Training for Consensus
Sept 21 – Oct 19	Examiners & Mentors		Examiners Stage 2 – Team Conference Calls/Webinars (8-16 hours) & Consensus report completed
TBD	Applicants	TBD	Workshop – “How to Prepare for a Site Visit” - Sandy
October 14	All Examiners 1:30-2:30; Leads 1:30-3:30	Webinar	Leads – Site Visit Responsibilities and agenda prep with applicant SBN JIT Training for Site Visit
October 19	Lead Examiners	SWAE	Consensus scorebooks & scoring sheets with mentor review due
Oct 19 - 31	Examiners & Mentors		Site Visit Preparation
Nov 1-6 & Nov 8-13	Examiners/Mentors/ Applicants		Stage 3 - Site Visits completed (Site Visit time based on applicant type)
Nov 18 1:00-4:00PM	Judges	TBD	Panel of Judges Training
Nov 23	Examiners	SWAE	Draft Feedback Reports, score sheet & SVIs with mentor review due (send to tech editor)
Nov 30	Judges	TBD	Stage 4 - Panel of Judges Meeting
Nov 30 – Dec 14	Judges & Lead Examiners		Finalize feedback report with tech edits
Nov 30 – Dec 4	SWAE		Stage 5 - Final Due Diligence conducted
Week of Dec 7	SWAE		Applicants notification of selection/non-selection
Dec 15	Lead Examiners	SWAE	Final Feedback Reports due
Dec 14-18	SWAE		News Release distributed reporting Recipients
Dec 15 – Jan 4	SWAE		Editing of feedback reports
Jan 4-8	SWAE		Feedback Reports provided to all applicants
Jan 11-22	SWAE/Applicants/Judges/ Lead Examiner		Applicant meetings
Feb. 2021	SWAE	TBD	Recognition Banquet for Recipients and Volunteers & Best Practice Sharing

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

Revised 03/30/2020

\*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