



## 2009 Arizona Quality Alliance Performance Excellence Program Schedule

Date	Who	Where	Task/Item
Feb/Mar/April	Potential Examiners/ Applicants	Phoenix, Tucson & Cottonwood	Arizona Performance Excellence Program Informational Sessions
May 1	Applicants	AQA Office	Completed Intent to Apply forms due
<b>May 8</b>	Applicants	<b>AmeriTech College, Phoenix</b>	Workshop- Making Your SC Application the Best It Can Be
May 13	Potential Examiners	AQA Office	Examiner Applications Due for Performance Excellence Program
May 19	Introductory Examiners*		Pre-work for Introductory Examiner Training - bring completed to Introductory training (* <b>Introductory</b> = 2 or less yrs of examiner experience w/in last 3 yrs)
May 29 7:30 AM – 5 PM	Introductory Examiners*	<b>University of Phoenix, Phoenix</b>	Introductory Examiner Training (Offered twice; Introductory Examiners <b>MUST</b> take May 29 <b>OR</b> June 4)
June 4 7:30 AM – 5 PM	Introductory Examiners* <b>(cancelled)</b>	<b>Bouchard Quality Mgmt. Office, Tucson</b>	Introductory Examiner Training (Offered twice; Introductory examiners <b>MUST</b> take May 29 <b>OR</b> June 4)
June 12	All Examiners		Pre-work for Stage 1 Examiner Training – mandatory for all examiners; bring completed to Stage 1 Training
<b>June 23</b> 7:30 AM – 5 PM	All Examiners	<b>University of Phoenix, Phoenix</b>	Examiner Stage 1 Training Session (Offered twice; ALL examiners <b>MUST</b> take June 24 <b>OR</b> July 9)
July 9 7:30 AM – 5 PM	All Examiners <b>(cancelled)</b>	<b>Bouchard Quality Mgmt. Office, Tucson</b>	Examiner Stage 1 Training Session (Offered twice; ALL examiners <b>MUST</b> take June 24 <b>OR</b> July 9)
July 17	Applicants	AQA Office	Completed Awards Applications
July 20- 23	AQA		Selection of Examination Teams and Lead Examiners
July 24	AQA		Distribute applications and supporting materials to examination teams & determine monitors
<b>July 27-31 (27<sup>th</sup>)</b>	<b>All Examiners</b>	<b>Virtual 12:00 – 1:00 pm</b>	<b>1 hr. for Stage 1 Software</b>
July 25- Aug 19	Examiners		Stage 1 - Independent Review of Applications
July 25- Aug 19 <b>(Aug. 14<sup>th</sup>)</b>	Lead Examiners & AQA	Virtual <b>1:30-3:30</b>	Site Visit Responsibilities Training and initial applicant contact– two hours to be scheduled
<b>Aug 12</b>	<b>Applicants</b>	<b>Sonora Quest Lab, Tempe</b>	<b>Workshop – “How to Prepare for a Site Visit”</b>
Aug 20 & 21 7:30 AM – 5 PM	Examiners	<b>University of Phoenix, Phoenix</b>	Examiner Stage 2 & 3 Training Session - <b>2 days; both days mandatory (team &amp; leader training)</b>
Aug 24- Sep 18	Examiners & Mentors		Examiners Stage 2 – Team Meeting (1-2 days) & Consensus report completed
Sep 21	Lead Examiners	AQA office	Consensus scorebooks & scoring sheets with mentor review due
Sep 19 - 27	Examiners & Mentors		Site Visit Preparation
Sep 28 – Oct 9	Examiners/Mentors Applicant		Stage 3 - Site Visits completed (Site Visit time based on applicant type)
Oct 16	Examiners	AQA office	Draft Feedback Reports with mentor review due
Oct 20	Judges	TBD	Panel of Judges Training
Nov 10	Judges	TBD	Stage 4 - Panel of Judges Meeting
<b>Nov 11 – 30</b>	Judges & Lead Examiners		Finalize feedback report
Nov 13 – 30	AQA		Stage 5 - Final Due Diligence conducted
Nov 30	Lead Examiners	AQA Office	Final Feedback Reports due
Dec 1 - 4	AQA		Applicants notification of selection/non-selection
Early Dec	AQA		News Release distributed reporting Recipients
Early-Mid Dec	AQA		Editing of feedback reports
Mid Dec	AQA		Feedback Reports provided to all applicants
Mid Dec	Examiners, Judges & AQA	TBD	Improvement Day and/or Feedback Survey on 2009 Program
<b>Feb 2, 2010</b>	AQA	<b>Chaparral Suites, Scottsdale</b>	Recognition Banquet for Recipients and Volunteers

*(Dates are tentative as of 2/2/09 for TBD locations)*

*(Information in red has changed since 4/14/09)*

**Updated 6/18/09**