

2006 AZ State Quality Awards Program Timeline (cont. other side)

Start Date	End Date	Who?	Instructor/s	Task/Item
	24-Feb	Potential Examiners/ Applicants	Chris Stevens & Previous Recipient	SQA Promotional Breakfasts (ASU Polytechnic Campus, Mesa)
	28-Feb	Potential Examiners/ Applicants	Chris Stevens & Previous Recipient	AQA Monthly Networking Meeting - Presentation on 2006 SQAProgram (AQA Offices, Phoenix)
	14-Mar	Potential Examiners/ Applicants	Chris Stevens & Previous Recipient	SQA Promotional Breakfasts (Tucson Public Works Bldg, Tucson)
	15-Mar	Potential Examiners/ Applicants	Chris Stevens & Previous Recipient	SQA Promotional Breakfasts (Simmons Company, Tolleson)
	TBD	Potential Examiners/ Applicants	Chris Stevens & Previous Recipient	SQA Promotional Breakfasts (Scottsdale Healthcare, Scottsdale)
	7-Apr	Potential Applicants	TBD	Managing To Win Workshop
	16-May	Applicants	TBD	Wkshp - "Making Your Application the Best It Can Be"
	19-May	Potential Examiners		Examiner Applications Due
	Mid May - Late July	Technical Integrity Council		Weekly "office hours" (help line) to answer examiner questions
	Mid-Late May	Novice Examiners*	TBD	Novice Examiner Training (*For Examiners w/ <2 yrs of experience w/in last 3 yrs) [Offered multiple times - only needs to be taken once]
	Mid May - Mid June	All Potential Examiners		Virtual Training & Pre-Work
	Mid/End June	All Potential Examiners	TBD	Two-Day Examiner Training Session (offered multiple times - only need to be taken once)
	16-Jun	Applicants		Completed Intent To Apply forms due to AQA
	14-Jul	Applicants		Completed Awards Applications due to AQA
14-Jul	26-Jul	AQA		Selection of Examination Teams and Lead Examiners
	27-Jul	AQA		Distribute applications and supporting materials to examination teams
31-Jul	29-Aug	Examiners		Stage I - Independent Review of Applications
	Late Aug	Lead Examiners	TBD	Virtual Training - Being a Lead Examiner

2006 AZ State Quality Awards Program Timeline (cont. other side)

Start Date	End Date	Who?	Instructor/s	Task/Item
	29-Aug or 30-Aug	Examiners	TBD	One-Day Examiner Consensus/Site Visit Training Session
1-Sep	15-Sep	Examiners		Stage II - Consensus Meeting (1-2 days)
	18-Sep	Lead Examiners		Consensus reports and scoring sheets due to AQA
15-Sep	22-Sep	Examiners		Site Visit Preparation
24-Sep	6-Oct	Examiners		Stage III - Site Visits & Draft Feedback reports prepared
	13-Oct	Examiners		Draft Feedback Reports received by AQA
	25-Oct	Judges	TBD	Panel of Judges Training
	2-Nov	Judges		Stage IV - Panel of Judges Meeting
3-Nov	17-Nov	Judges and Lead Examiners		Judges (assigned to specific applications) discuss recommendations for feedback report with lead examiners
3-Nov	17-Nov	AQA		Stage V - Final Due Diligence conducted
	17-Nov	Lead Examiners		Final Feedback Reports due to AQA
17-Nov	1-Dec	AQA		Editing of feedback reports
	17-Nov	AQA		Applicants notification of selection/non-selection
	1-Dec	AQA		Feedback Reports mailed to all applicants
	24-Nov	AQA		News Release distributed reporting 2006 Recipients
	5-Dec	Examiners, Judges & AQA		2006 AZ State Quality Awards Program Feedback Day
	14-Dec	AQA		Recognition Ceremony for 2006 Recipients and Volunteers