

2011 Award Process Calendar

Activities in **bold type** are critical in meeting our customers' expectations

<i>Activity</i>	<i>Time Frame</i>	<i>Due Date</i>
Teams formed; applications assigned and mailed to team members	August 10	
Send signed Conflict of Interest statement to TNCPE	Immediately upon receipt	
Team leader contacts team members and applicant re: info for action calendar	Immediately	
Team members return bio forms and “unavailable” dates to team leader	Immediately upon receipt	
Team leader sets calendar for Award process and assigns items for consensus	Immediately	
Complete independent review on all 17 items	2 weeks before consensus	
Write complete, feedback-ready comments for your assigned items and score the Items, incorporating feedback from Item back-up	3 days before consensus	
Consensus meeting	10 days before site visit	
Refine assigned items	9 days before site visit	
Team leader notifies TNCPE that Consensus Scorebook is complete	1 week before site visit	
Team leader sends site visit agenda and issues to applicant	1 week before site visit	
Site visit date (the following were published in the 2011 Criteria) Level 2: September 26 - 30 Level 3: October 3 – 7 Level 4: October 10 – 14		
Complete and sign Award Recommendation form	Wrap-up meeting	
Refine assigned items	Immediately after site visit	
Scorebook editor and team leader edit Final Scorebook	1 week after site visit	
Team leader notifies TNCPE that Final Scorebook is complete	2 weeks after site visit	
Panel of Judges convenes and determines award levels	November 14, 2011	
Feedback Report formatted and mailed to applicant	8 weeks after site visit	
Awards Banquet	February 22, 2012	