



Site Visit Calendar (Proposed)

Timeline	Who	What	Why
Three weeks before the Virtual (VSV) or Physical Site Visit (PSV)	All Examiners	Send the Team Leader all of the needed documents to see and the people you need to interview during the site visit.	So the applicant can prepare with sufficient time
Two weeks before the Virtual (VSV) or Physical Site Visit (PSV)	Team Leader to applicant Point of Contact	Send all needed document requests and interview list	So the applicant can prepare with sufficient time
Sunday afternoon meeting (not later than 1:00 pm)	All	Examiners need to have finished all of the Site Visit Issue Worksheets. Meet and discuss needed schedule for Monday	To stay on schedule and minimize time with applicant in wasted conversations
Sunday afternoon meeting walk through for Monday (not later than 6:00)	All	Review schedule for Monday	Discuss with applicant
Monday meeting with applicant (8:30-11:30; 11:30-1:00 lunch; 1:00-5:00; time depend on organization)	All	Team Leader with present the opening presentation, introduce the team and the Categories they lead, and review the proposed schedule	To connect with those with the most knowledge about the application
Monday evening meeting (6:00-10:00; not later than 10:00); prepare schedule for Tuesday	All	Team Leader and Process Coach drive agenda; should be about 50% finished with questions	To maximize time
Tuesday meeting with applicant (8:30-11:30; 11:30-1:00 lunch; 1:00-5:00; time depend on organization)	All	Team Leader will present to applicant POC the revised schedule	To maximize time
Tuesday evening meeting (6:00-10:00; not later than 10:00); prepare schedule for Wednesday	All	Team Leader will present to applicant POC the revised schedule	To maximize time
Wednesday meeting with applicant (8:30-11:30 time depend on organization)	All	Team Leader will present to applicant POC the revised schedule	To maximize time
Wednesday; 11:30-1:00 lunch; 1:00-5:00 away from organization; begin work on feedback report	All	Team Leader will present to schedule to team for the remainder of the week	To maximize time
Thursday meeting with team (8:30-11:30; 11:30-1:00 lunch; 1:00-5:00)	All	Team Leader will present to schedule to team for the remainder of the week	To maximize time
Friday meeting with team (8:30-11:30; 11:30-1:00 lunch; 1:00-5:00)	All	Team Leader will present to schedule to team for final edits for the draft feedback report	To maximize time
Termination of Team Duties	All	Team Leader will get agreement that the report is in final draft state	Notify QTF of the status