

Full FAM Scheduling Tool

Appraisal Date

Days +/-	Responsibility	
365	Appraisal Coord	Review High Level PI Plan by Appraisal Coordinator
90	Appraisal Coord	Select ATL
90	Org	Complete Appraisal Readiness Review
90	ATL	Begin Appraisal Plan
90	Sponsor	Nominate OAR and Site Coordinator
90	ATL	Appraisal Coordinator places call for team members
90	Org	Check with Unions on Acceptability of Questionnaires
90	ATL	Appraisal Training is scheduled
60	ATL	Review Draft Appraisal Plan With Sponsor
60	ATL	Appraisal Planning Data Collection Tool is provided to the organization
60	ATL	Documentation Trace Matrix is provided to the organization
60	ATL	Appraisal Team Selected
45	ATL	Notify Appraisal team of training/logistics
45	OAR	Submit QBA parameters to QBA System Admin.
30	ATL	Administer Questionnaire
30	Org	Appraisal Planning Data Collection Tool is completed
30	Org	Documentation Trace Matrix is completed
30	ATL	Submit Appraisal Plan to Sponsor for Approval
30	ATL	Notify Appraisal team of appraisal travel/logistics
28	ATL	Orient Participants Brief (optional)
21	ATL	Complete Appraisal Team Training (requires Organizational documentation)
14	ATL	Obtain Sponsor Signature on Appraisal Plan
0	ATL	Begin Appraisal Onsite
-7	ATL	Final Briefing
-35	ATL	Report Appraisal Results to SEI and AIO

Enter Appraisal Date Below

June 2, 2003

Recommended dates	Scheduled/ Actual Dates	Check when Completed
June 2, 2002		
March 4, 2003		
April 3, 2003		
April 18, 2003		
April 18, 2003		
May 3, 2003		
May 3, 2003		
May 3, 2003		
May 3, 2003		
May 3, 2003		
May 5, 2003		
May 12, 2003		
May 19, 2003		
June 2, 2003		
June 9, 2003		
July 7, 2003		