

2007 Recognition of Excellence Timeline Overview (Tentative)

TASK	DATE
Issue TEN/Application Criteria	January 22, 2007
Application Due Date	March 30
First Phase Application Review	April 5
Second Phase Panel Application Evaluation	April 17
Vetting Process – Regions and OFAM	May 1
Preparation of Decision Memo	May 1
Assistant Secretary Review and Approval	May 4
Winners Selected	May 8
Winners Notified (by phone with a follow-up letter.)	May 8
Video Production (arrange site availability including partners and establishing video content, cross-nation site visits, editing, review, changes and final clearance)	May 14
Brochure Production (design, summaries of honorees, review, edits and final approval)	May 31
Certificates Prepared	May 31
Commemorative Symbols Prepared (Selection, preparation of language, approval and engraving)	May 31
ROE Exhibit Preparation and Materials Organized	May 31
Conference Logistics Finalized and Communicated to Honorees	June 15
Workforce Innovations '07 (July 17-19, 2007)	July 17-19
Post Conference Activities	
Press Releases to be sent out to local media contacts provided by honorees	August
Coordinate Debrief Meeting	August
Select and Order Pictures	August
1. Order CD for Web site	
Obtain copy of the DVDs for ROE records and Individual Copies for Honorees	August
Update ROE Web site	August
1. Press Releases	
2. DVDs	
3. Pictures and others	
Send Follow-up e-mail to honorees	August
Prepare Thank you letters to everyone involved in the ROE process	August
Sort & mail pending materials to honorees	September
Prepare Recommendations for next year	September
Prepare New Budget	September
Prepare New Timetable	September
Prepare New SOW for Logistical Support	September
Update Guide as Required	September