

## SBN Category Lead Consensus Review Quick Reference

1. Sign in to SBN ([https://scorebooknav.org/user\\_login.aspx](https://scorebooknav.org/user_login.aspx)) and Select Scorebook you will work on. Be sure it is in Stage :: 2 section.

Scorebook Navigator Navigation Bar Sign Out Scorebooks Key Factors Item Evaluation Key Themes Reports My Account

Scorebooks

Scorebook	Assignment	Criteria	Start Date	Due Date	Done	Scored Topics	Points
Stage :: 1							
	10339 - Complete individual review. When finished, check Done on your Scorebook page.	Business-NFP 2017-18	07/14/2018	07/31/2018	<input checked="" type="checkbox"/>	0/17	0/1000
Stage :: 2							
	10540 - Complete your assigned items. Do not check Done when done. Your team leader will.	Business-NFP 2017-18	07/14/2018	07/31/2018	<input type="checkbox"/>	0/17	0/1000

Copy An Example Scorebook

2. Navigate to the Item evaluation and select the category you are the Category Lead for.

Scorebook Navigator Navigation Bar Sign Out Scorebooks Key Factors **Item Evaluation** Key Themes Reports

Test2 (Baldrige Excellence Builder 2017-18)

Item :: 1.1 - Senior Leadership (0%)

Key Factor References

KF Cat.	Most significant key factors (KFs) for this Item
1	

3. Click on the "1" - it will turn a blue color and show the Stage 1 information

Item :: 1.1 - Senior Leadership (0%)

Stage 1 Key Factor References

Examiner	Category	Key Factor Reference
Homer Simpson	P.1a	asdfsafd [HJS] [HJS]
Scott Burgmeyer	P.1b	asdfsadf [HJS] [SB]



4. Click the print preview icon in the Strength or OFI section



5. Highlight the Key factors/Strengths/OFI's and copy (Win: Ctrl+C Mac: Command+C)

**Stage I Comments For Strengths & OFIs**

**Strengths :: Test2 :: Item 1.1**

Examiner	++	Strengths	As Evidenced By	A	D	L	I	Item Reference	Key Theme
		Strength [HJS]	Strength [HJS]	Yes				1.1(1)	

**OFIs :: Test2 :: Item 1.1**

Examiner	--	OFIs	As Evidenced By	A	D	L	I	Item Reference	Key Theme
		ofi [SB]	ofi [SB]	Yes					

**Feedback :: Test2 :: Item 1.1**

No records

- i. Build Consensus Script Template
- ii. Email to team lead to upload to SBN
- iii. Review the Consensus Script for your items during HELP Week

6. In Excel – do a paste special and past as Text.
7. Repeat steps 2-6 for each item you are Category Lead for.
8. Build your Consensus Script using the IRPE Consensus Script Template.
9. Send your completed Consensus Scripts to your back-up and team lead for feedback.
10. Review the Consensus Script for your items during Consensus Week

11. Based on Consensus at Consensus Week - Update SBN

a. Add Key Factors

Key Factor References		
	KF Cat.	Most significant key factors (KFs) for this Item
1	<a href="#">P.1a(1)</a>	KF 1 [HJS]
2		

b. Enter Strength or OFI (be sure to save often)

i. Strength

Strengths (include figure references, as appropriate.)

KF Ref.	Strengths	Rationale	Item Ref.	Observation
1 <input checked="" type="checkbox"/> P.1a(1)	<p>This is the feedback ready comment</p> <p>Enter feedback ready comment</p>	<p>Enter information from the application</p> <p>Enter information of why you selected this as a Strength</p>	<input type="checkbox"/> 1.1a <input checked="" type="checkbox"/> 1.1a(1) <input type="checkbox"/> 1.1a(2)	<p>Add</p> <p>Select Item(s)</p>

ii. OFI

KF Ref.	OFIs	Rationale	Item Ref.	Observation
1 <input checked="" type="checkbox"/> P.1a(1)	<p>This is the feedback ready comment</p> <p>Enter feedback ready comment</p>	<p>Enter information from the application</p> <p>Enter information of why you selected this as an OFI</p>	<input type="checkbox"/> 1.1a <input type="checkbox"/> 1.1a(1) <input type="checkbox"/> 1.1a(2) <input checked="" type="checkbox"/> 1.1b <input type="checkbox"/> 1.1c <input type="checkbox"/> 1.1c(1) <input type="checkbox"/> 1.1c(2)	<p>Add</p> <p>Select Item(s)</p>

\*\*Note – clicking Show Stage 1 will allow you to see the IR comments





### 13. Score – select the range, specific score and enter notes.

**Item 1.1 Scoring** (Click on the numbered white cells to set a score.)

Final Score	Overall	Key Factors	Strengths	OFIs		
		1 (1 not used)	0 (0++, 0 ~Key)	0 (0--, 0 ~Key)		
Factor	0-5%	10-25%	30-45%	50-65%	70-85%	90-100%
Approach	No systematic approach to item requirements is evident; information is anecdotal.	The beginning of a systematic approach to the basic requirements of the item is evident.	An effective, systematic approach, responsive to the basic requirements of the item, is evident	An effective, systematic approach, responsive to the overall requirements of the item, is evident.	An effective, systematic approach, responsive to the multiple requirements of the item, is evident.	An effective, systematic approach, fully responsive to the multiple requirements of the item, is evident.
Deployment	Little or no deployment of any systematic approach is evident.	The approach is in the early stages of deployment in most areas or work units, inhibiting progress in achieving the basic requirements of the item.	The approach is deployed, although some areas or work units are in early stages of deployment.	The approach is well deployed, although deployment may vary in some areas or work units.	The approach is well deployed, with no significant gaps.	The approach is fully deployed without significant weaknesses or gaps in any areas or work units.
Learning	An improvement orientation is not evident; improvement is achieved by reacting to problems.	Early stages of a transition from reacting to problems to a general improvement orientation are evident.	The beginning of a systematic approach to evaluation and improvement of key processes is evident.	A fact-based, systematic evaluation and improvement process and some organizational learning, including some innovation, are in place for improving the efficiency and effectiveness of key processes.	Fact-based, systematic evaluation and improvement and organizational learning, including innovation, are key management tools; there is clear evidence of refinement as a result of organizational-level analysis and sharing.	Fact-based, systematic evaluation and improvement and organizational learning through innovation are key organizational wide tools; refinement and innovation, backed by analysis and sharing, are evident throughout the organization.
Integration	No organizational alignment is evident; individual areas or work units operate independently.	The approach is aligned with other areas or work units largely through joint problem solving.	The approach is in the early stages of alignment with the basic organizational needs identified in response to the Organizational Profile and other process items.	The approach is aligned with your overall organizational needs as identified in response to the Organizational Profile and other process items.	The approach is integrated with your current and future organizational needs as identified in response to the Organizational Profile and other process items.	The approach is well integrated with your current and future organizational needs as identified in response to the Organizational Profile and other process items.
<b>Item 1.1 Overall</b>	<b>0-5%</b>	<b>10-25%</b>	<b>30-45%</b>	<b>50-65%</b>	<b>70-85%</b>	<b>90-100%</b>
<b>Item 1.1 Score</b>	0 5	10 15 20 25	30 35 40 45	50 55 60 65	70 75 80 85	90 95 100

**Note** (Why shouldn't the score be in the range above or below the selected one?)

1 Enter note on why the applicant shouldn't be in the range above or below.

### 14. Save