



3. Select Team>Team Steps and update step 4 with the due date and click Apply. This moves the scorebook to Stage 2: Consensus in preparation for HELP Week.

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

Team Steps :: [Team Name]

#	Stage	Description	Due Date	Instructions	Status
#10537	1	Step 1: Each examiner receives a separate stage 1 scorebook with an instruction to complete Key Factors only. Program managers must apply this step.	7/15/2018	Do Key Factors Only. When finished, check Done on your Scorebook page.	Assigned 07/14/2018
#10538	1	Step 2: Examiner Key Factors inputs are combined in one scorebook. The scorebook is then sent only to [Team Name] to consolidate. After the proposed consolidation is completed, use Sharing to provide other examiners with a read-only copy of the above examiner's scorebook to reach consensus on the key factors.	7/29/2018	Consolidate/combine Key Factors - be sure to delete any that are not to be used going forward. When finished, check Done on your Scorebook page.	Assigned 07/14/2018
#10539	1	Step 3: Each examiner receives a separate copy of the stage 1 scorebook consolidated by [Team Name] in step 2 above to complete his/her individual review. DO NOT CHANGE THE NAME IN THIS BOX.	7/31/2018	Complete individual review. When finished, check Done on your Scorebook page.	Assigned 07/14/2018
#10540	2	Step 4: Examiners use the scorebook of [Team Name] in step 4 above to complete their assigned items. DO NOT CHANGE THE NAME IN THIS BOX. When this step is assigned, the software checks to see if any team member has modified a key factor. The team lead gets a message reporting the results of this check. If changes have been made, the team should evaluate the change and, if appropriate, modify the key factors copied into the Step 5 scorebook. To assign items to examiners, click the Item Assignments link on this page. The new scorebook will not appear on team member's scorebook page until these assignments are made. Only those that receive assignments will see the scorebook. If you have read-only members, contact your program manager to reapply their read-only status.		Complete your assigned items. Do not check Done when done. Your team leader will.	Apply
#10541	2	Step 5: Submit the completed scorebook to the Program Manager(s). Once submitted, the scorebook is no longer available for edition by the team. It will appear in the Scorebook screen of the Program Manager(s).		The team is done. Prepare the final report.	Apply

4. Assign Category Leads and back-ups (TEAM>Item Assignments) – be sure to click save.

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Item Assignments :: Scott

Item	Examiner/Team Member	Backup
KF Key Factors	[Dropdown]	[Dropdown]
KT Key Themes		
1.1 Senior Leadership		
1.2 Governance and Societal Responsibilities		
2.1 Strategy Development		
2.2 Strategy Implementation		
3.1 Voice of the Customer		
3.2 Customer Engagement		
4.1 Measurement, Analysis, and Improvement of Organizational Performance		
4.2 Information and Knowledge Management		
5.1 Workforce Environment		
5.2 Workforce Engagement		
6.1 Work Processes		
6.2 Operational Effectiveness		
7.1 Product and Process Results		
7.2 Customer Results		
7.3 Workforce Results		
7.4 Leadership and Governance Results		
7.5 Financial and Market Results		