

The Timetable

3 weeks prior to site visit	Site team to meet and compile information requirements for the desk review and the visit
2 weeks prior to visit	AAA notified of list of materials needed for review on-site and for desk review.
1 week prior to visit	Team leader confirms staff attending and that all materials are received and reviewed. Leader also asks for special areas of concern to the team. Leader confirms entrance conference time with AAA.
1 day prior to visit	Team leader confirms all staff is attending and prepared.
Site visit	Team leader coordinates entrance conference and anticipated length of visit and sets exit conference time.
Site Visit	Team leader coordinates daily activities and informs AAA of progress as necessary.
Last day of visit	Team leader conducts exit interview
Within 5 work days after visit	AAA responds in writing to the team leader on the findings presented at the exit conference.
Within 10 work days after visit	Team leader schedules debriefing meeting for senior managers and supervisors
10 work days after visit	Monitoring team members submit all final draft comments to the team leader.
15 work days after visit	Team leader forwards final draft to MIP Team for review. (Team leader emails notification to Management Improvement Plan (MIP) Team), Deputy Secretary and Secretary
17 work days after visit	MIP Team responds to team leader.
22 work days after visit	Team leader forwards final draft to AAA for response.
30 work days after visit	AAA responds in writing to the team leader on the final draft.
33 work days after visit	Team leader forwards final report to Secretary for approval and formal transmittal.

AAA RESPONSE TO THE REPORT

30 calendar days after receipt of the report	AAA will provide a corrective action plan to the team leader.
Within 30 calendar days after receipt of AAA corrective action plan	Team leader responds to AAA corrective action plan.