

Detailed Site Visit Daily Schedule Template

DAY / DATE		Team 1 Team Member Names	Team 2 Team Member Names	Team 3 Team Member Names
7:30	7:45	Team Travel to Applicant's Facility		
8:00	8:15	Team meets with Applicant Representatives and Escorts; Review protocol (i.e., badging)		
8:30	8:45	Opening Breakfast Meeting		
9:00	9:15	CPEX Team makes 20 minute presentation - Team Lead		
		CEO makes 20 minute presentation (optional)		
9:30	9:45	Interview with:		
10:00	10:15	Interviewer:		
		Scribe:		
10:30	10:45	Interview with:		
11:00	11:15	Interviewer:		
		Scribe:		
11:30	11:45	Interview with:		
12:00	12:15	Interviewer:		
		Scribe:		
12:30	12:45	Team Lunch		
13:00	13:15	Interview with:		
13:30	13:45	Interviewer:		
		Scribe:		
14:00	14:15	Interview with:		
14:30	14:45	Interviewer:		
		Scribe:		
15:00	15:15	Interview with:		
15:30	15:45	Interviewer:		
		Scribe:		
16:00	16:15	Interview with:		
16:30	16:45	Interviewer:		
		Scribe:		
		Team lead meets with Coordinator		
17:00	17:15	Team Travel to Hotel		
17:30	17:45	Team Break		
18:00	18:15	Team Dinner		
18:30	18:45			
19:00	19:15			
19:30	19:45			
20:00	20:15			
20:30	20:45			
		Team Work Meeting		