AAP DEVELOPMENT PROCESS

PROJECT PLANNING

Initial Meeting

- Designation of Responsibility
- Review Scope of Service
- Discuss Previous Plans & Narrative Audit
- Plan methodology (e.g. Define Labor Areas)
- Data Specs
- Webinar Scheduling
- Establish Timeline*
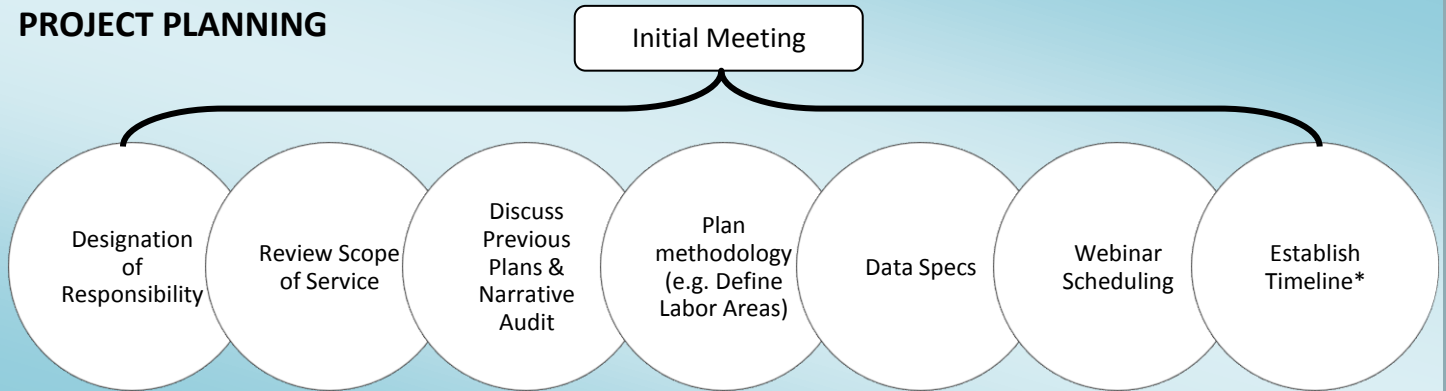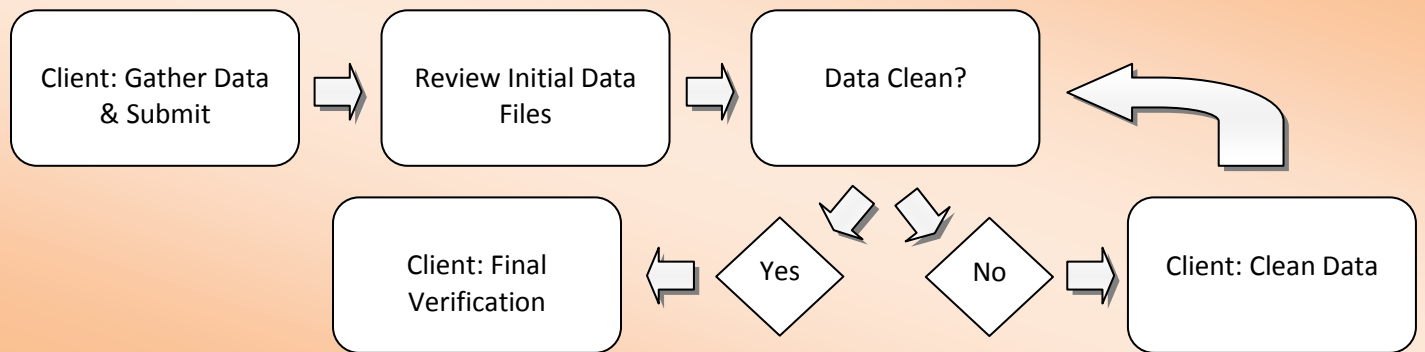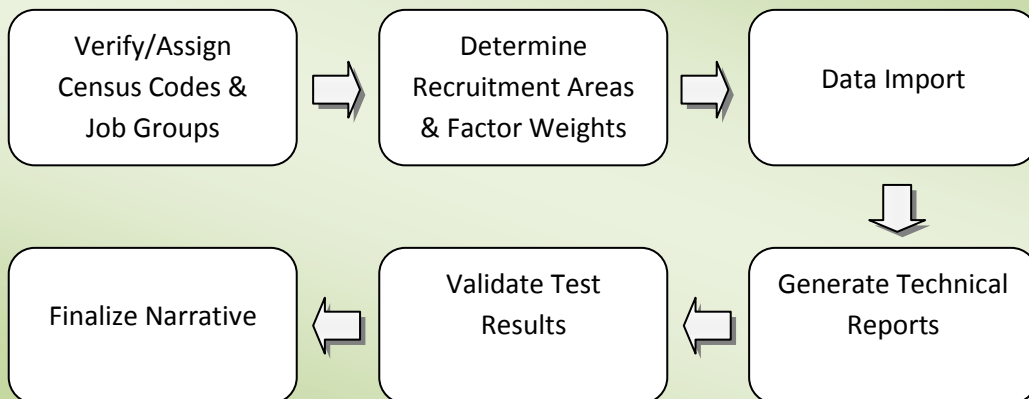
*Timeline developed in Project Planning phase is subject to change depending on quality of data received

DATA VERIFICATION

Client: Gather Data & Submit → Review Initial Data Files → Data Clean?

Data Clean? → Yes → Client: Final Verification

Data Clean? → No → Client: Clean Data

PLAN GENERATION

Verify/Assign Census Codes & Job Groups → Determine Recruitment Areas & Factor Weights → Data Import

Data Import → Generate Technical Reports → Validate Test Results → Finalize Narrative

CLIENT DELIVERABLES

Deliver AAPs → Client: Corporate Review → AAP Wrap Up/ Training

Audit Support, if necessary