

Guidance for Reviewers

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Introduction

This document provides high-level guidance on the process for reviewers. Other documents for support are:

- Reviewer Feedback Form, in which you can write your feedback for 1 applicant
- Framework for Business Agility, as your support for the review
- Sample Feedback Document for Applicant, which gives you the context in which your feedback will be used, and sample feedback statements
- Insights report 2024, which contains the general learning we had in the 2024 process from the applicants and your feedback.

This document highlights the overall process.

Commitment from us: We will:

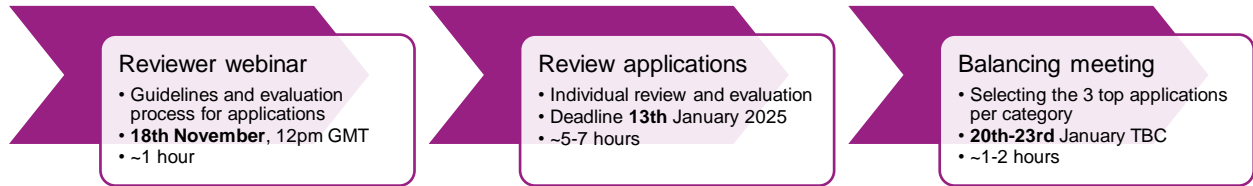
- Help you as best we can on how to score (Training Webinar 18th November, 12pm GMT)
- Provide easy-to-use informative formats
- Be available, approachable, and communicative 😊
- Provide you with information as early as possible
- Publish your name as one of the reviewers on the website – after the application deadline
- Send you the final report that is shared with the applicants
- Invite you to join our growing communities and Special Interest Groups (SIGs)

Commitment from you

- Avoid naming which organisations you have reviewed
- Sign NDA not to disclose the detail and content of applications you have reviewed
- Declare any relationships held that may preclude your evaluation of an entry
- Review each application without bias
- Attend the webinar on 18th November or watch the recording if you've been trained before
- Evaluate content and evidence as per guidance offered
- Support and positively represent the brand of the Agile Business Awards at all times
- Share any relevant feedback pertaining to the awards process or conference, so we can continue to improve
- Utilise your networks to promote the Awards to bring in potential candidates
- NOT pro-actively contact applicants directly, commercially, before, during or after the conference.

Time commitment

Reviewers can expect around 3-4 hours on general meetings and balancing meetings, and approximately 5-8 hours of review time **per application they review**. We strive for a maximum of 2 applications per reviewer. The review time is between December 4th and January 13th.



We are anticipating no fewer than 6 reviewers for each awards category. Each entry will be evaluated by 3 independent reviewers.

Peter Coesmans, Agile Business Consortium's Chief Agility Officer, will oversee the review process together with Consortium Director Jason Wright. Should you need to do so, you can contact Peter on Peter@agilebusiness.org and Jason at Jason@agilebusiness.org

Date milestones

Dates to be aware of:

July – Application form and guidance live

18th November – Training Webinar for all reviewers on the evaluation process for applications

25th November 22:00 GMT/UTC – Awards applications close

29th November – Reviewers receive names of applicant organisations

4th December – Applications sent out for review

Before receiving applications for review, you will be sent a list of applicant organisation names. This is so that no reviewer will evaluate entries from organisations with whom they have a relationship or potential conflict. Please let us know if this applies once you have received that list.

13th January 2025 22:00 GMT/UTC – Deadline for application reviews to be completed

20th/23rd January TBC – Balancing reviewer panels per category (*We're planning these end of November*)

3rd February – Organisations will be informed whether they have been selected for awards and are invited to speak at the Agile Business Conference

4th February – Public announcement of winning organisations in each category, i.e. those invited to present at the virtual Agile Business Conference

26th- 27th March– Agile Business Conference

Note: dates may be open to minor changes

Attend reviewers' briefing webinar

18th November – 12pm GMT/UTC. Calendar invite will be sent out to reviewers in advance and the recording will follow. We will share some updates to the process, so it is recommended that you attend!

After registering, you will receive a confirmation email containing information about joining the meeting.

Application Guidance

The review process, what to expect

- In the webinar session on November 18th, all details and supporting forms will be explained
- Reviewers will perform an individual assessment of a maximum of 2 applications. The lead reviewer will gather all individual assessments and combine them. All applications will be individually reviewed by (at least) 3 reviewers
In a “Balancing Meeting”, all reviewers will come to a conclusion. The final conclusion will be based on consent, although the reviewers will strive to be unanimous. It might be that reviewers change their scoring and / or feedback due to the discussion in the “Balancing Meeting” so that the final individual scores and feedback reflect the decision. The aim is to select three examples of excellence per category to be showcased at the conference
- While doing the individual assessments, reviewers will provide 3 pieces of information per assessment category:
 - The scores
 - Supporting information regarding the score (what influenced your decision)
 - Feedback which can be used for the candidate in the feedback report
- No reviewer will see all applications, the focus of review is on evaluating the content, based on the criteria, and (most importantly) providing feedback
- Each application will be reviewed by (at least) 3 independent reviewers to avoid bias. We aim for each category to have a minimum of 6 independent reviewers. There are no fixed review teams and we will also aim to have different teams for different applicants, to ensure balancing and better learning for reviewers

**Please note full training and supporting documentation will be provided in the Reviewer Training Webinar
November 18th, 12pm GMT**