



PROJECT PLAN: Employee Engagement Survey

Task	Suggested Timeline	Details	Responsibility
Agreement: Client signs agreement	--	Agreement confirms project outline, timelines, participants and price	Client
Project Kick-Off: TalentClick sends kick-off email to Client	Day 1	TalentClick confirms timeline, launch date and next steps	TalentClick
Set-Up: Client emails TalentClick (1) List of Participants (2) Approval of 'survey invitation'	10 business days before launch	Required to set up survey	Client
Roll-Out: Client sends internal announcement to Participants <i>(Recommended)</i>	5-10 business days before launch	TalentClick provides suggested email templates that Client can customize and send to Participants	Client
Survey Launch: TalentClick emails survey invitation to list of Participants	SURVEY LAUNCH	Participants are asked to complete survey within 10 business days	TalentClick
Survey Reminders: TalentClick sends 2 reminder emails to Participants who have not completed the survey	5 business days after launch & 1 day before deadline	TalentClick updates Client on Participant response rate. Client may choose to also send an internal reminder to increase Participant response rate	TalentClick & Client
Deadline for Survey Completion: Participants' last day to respond	10 business days after survey launch	Survey can be extended if needed for additional responses	TalentClick
Data Analysis and Report Completion: TalentClick emails Report to Client	REPORT 3-4 weeks after survey completion	TalentClick assists with interpretation if needed and answers any questions	TalentClick
Internal Communication of Results: Client shares results within their organization <i>(Recommended)</i>	3-4 weeks after survey completion	TalentClick provides suggested presentation template that Client can customize	Client
Feedback: Client completes Customer Satisfaction Survey	3-5 business days after report is received	Client and Participant feedback is requested and valued	Client
3-Month Follow-Up: TalentClick follows up with Client	3 months after report is received	Have any changes been implemented, or actions taken? Any differences in engagement?	TalentClick
Annual Update: TalentClick and Client schedule annual Employee Engagement Survey	3 months before annual survey launch date	Compare year-over-year changes in employee sentiment and recommended action steps	TalentClick & Client