



## PROJECT PLAN: Employee Engagement Survey

Task	Suggested Timeline	Details	Responsibility
<b>Agreement:</b> Client signs agreement	--	Agreement confirms project outline, timelines, participants and price	Client
<b>Project Kick-Off:</b> TalentClick sends kick-off email to Client	Day 1	TalentClick confirms timeline, launch date and next steps	TalentClick
<b>Set-Up:</b> Client emails TalentClick (1) <b>List of Participants</b> (2) Approval of 'survey invitation'	10 business days before launch	Required to set up survey	Client
<b>Roll-Out:</b> 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
<b>Survey Launch:</b> TalentClick emails survey invitation to list of Participants	<b>SURVEY LAUNCH</b>	Participants are asked to complete survey within 10 business days	TalentClick
<b>Survey Reminders:</b> 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
<b>Deadline for Survey Completion:</b> Participants' last day to respond	10 business days after survey launch	Survey can be extended if needed for additional responses	TalentClick
<b>Data Analysis and Report Completion:</b> TalentClick emails Report to Client	<b>REPORT</b> 3-4 weeks after survey completion	TalentClick assists with interpretation if needed and answers any questions	TalentClick
<b>Internal Communication of Results:</b> 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
<b>Feedback:</b> Client completes Customer Satisfaction Survey	3-5 business days after report is received	Client and Participant feedback is requested and valued	Client
<b>3-Month Follow-Up:</b> TalentClick follows up with Client	3 months after report is received	Have any changes been implemented, or actions taken? Any differences in engagement?	TalentClick
<b>Annual Update:</b> 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



**TalentClick**  
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