# HILCA Project Plan

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| Partner Organisation  Key Contact/s | Name of Organisation  Contact Name  Role  Phone Number / Mobile  Email address |
| Accredited Licensee  Key Contact/s | Name of Accredited Licensee Organisation (i.e. Veraison)  Project Management  Name  Phone number/ mobile  Email address  Assessment Administration Support (if applic/ different to above)  Name  Phone number  Email address |

# Timeline/ Checklist

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| Timeline | Project Aspect |
| ASAP | Confirm scope of project; i.e. agree on options from proposal or discuss project plan (number of staff participating, timing etc.)  Confirm PO for invoicing  Select launch date (i.e. date that survey will be emailed to everyone).  *N.B. This will then inform the remainder of the items on this timeline*  Confirm process for collecting organisation data. |
| 3 weeks before launch  \_ \_ / \_ \_ / 2019 | Agree on communications plan to participants:  Initial introduction to HILCA and intro to {Licensee/AP}  (communicated by partner org)  Confirm date for pre-briefing session (if applicable) or email  communication text template |
| 2 weeks before launch  \_ \_ / \_ \_ / 2019 | {Partner organisation} key contact to confirm full name, role, and email addresses for all participants, and send to {Licensee/AP} key contact  {Partner organisation} to confirm if ‘approval’ process is required for rater nominations  No.  Yes. Determine who that person is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  See **Prelaunch** below.  {{Licensee/AP} to ensure whitelisting of Spidergap information is passed to and actioned by partner organisation IT. |
| 1 week before launch  \_ \_ / \_ \_ / 2019 | Communication to participants that launch is approaching, explain confidentiality, key dates, how to nominate raters etc. (via Launch Pre-briefing Session and/or Email to participants)  {Licensee/AP} to set up HILCA project in prep for launch. |
| PRELAUNCH (optional)  \_ \_ / \_ \_ / 2019 | Rater nominations launch  {Licensee/AP} to track progress of rater nominations  Rater approvals confirmed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| LAUNCH  \_ \_ / \_ \_ / 2019 | Survey Launch online |
| Survey administration period:  \_ \_ / \_ \_ / 2019 –  \_ \_ / \_ \_ / 2019 | Veraison to track progress of rater nominations and feedback providers, and provide support for participants throughout survey period.  {Licensee/AP} to provide update to {Partner organisation} key contact on status/ progress of project (if applic.)  {Licensee/AP} key contact liaise with {Partner organisation} key contact to confirm:  Individual debrief process and schedule individual sessions.  Determine any composite result ‘groups’  Schedule any composite result debriefs (if applic.) |
| 3 weeks after launch  Survey Deadline  \_ \_ / \_ \_ / 2019 | Confirm all participants have received enough feedback (ready to close/ extend if needed)  Survey close |
| 4-6 weeks after launch  \_ \_ / \_ \_ / 2019  onwards | Reporting – {Licensee/AP} to confirm reports are received from HILCA Admin.  {Licensee/AP} to deliver scheduled individual debriefs  {Licensee/AP} to deliver scheduled group composite debriefs |
| 7 weeks after launch  \_ \_ / \_ \_ / 2019 | Confirm recommendations/ next steps for ongoing leadership capability development ({Licensee/AP} key contact to provide {Partner organisation} key contact with recommendations if needed)  {Partner organisation} to provide completed organisational data spreadsheet. |
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| 40 weeks after launch date  \_ \_ / \_ \_ / 2020 | Commence retest project |