# HILCA Project Plan

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| Partner OrganisationKey Contact/s | Name of OrganisationContact NameRolePhone Number / MobileEmail address  |
| Accredited LicenseeKey Contact/s | Name of Accredited Licensee Organisation (i.e. Veraison)Project ManagementName Phone number/ mobileEmail addressAssessment Administration Support (if applic/ different to above)NamePhone numberEmail 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\_ \_ / \_ \_ / 2019onwards | [ ]  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  |