Individual Assessment (360) Project Setup

PROJECT DETAILS

Client Organisation Name:		*Name of the organisation that you are working with*
Project Name:		*Name of the project or team within the organisation for example 'Senior Leadership Group' or '2020 Leadership Program'*
Project Lead:		*This person and any others nominated will be added to the Spidergap project so they can monitor the responses and send reminders.*
Contact Details (email):	-	*We will use this address to send reminders, receive bouncebacks and added to email template for enquiries from particiants. I.e. It enables you to manage the project while its open.*
Contact Details (phone):	-	*We will use this to contact you for Project Management Check Ins if needed.*

SURVEY

Select which diagnostic you are using		*If you are running multiple projects simultanesouly for the same organisation, please fill in new workbook for each different tool.*
Select which standards are being used, if applicable		*Please confirm which standards are being reporteed on in correlation with the participants ,*
Select which diagnostic you are using		*As above*
Select which standards are being used, if applicable		*Please confirm which standards are being reporteed on in correlation with the participants ,*
Survey Open Date		*This is the date the survey will launch.* ==A minimum 2 week lead time to DataDrivesInsight.com is preferred to ensure project is set up and all communications have been made to organisation and raters.== *Surveys are launched on Tuesdays of any week. During this open time the Licensee/AP monitors responses and sends reminders.*
Project Management Check-in #1		*DataDrivesInsight.com will provide a Project Management Check In one week after the Survey Open date, and two days prior to the survey close date to ensure administration phase of the survey is on track.*
Project Management Check-in #2		
Survey Close Date		*Once the survey is closed no one will be able to complete the survey. Links previously sent will not work.* *Generally surveys are open for 2 weeks with an optional 1 week 'buffer' or extension period. Please keep in mind any specific workforce logistics (such as shift work, FIFO swings etc.) when confirming the survey administration period.* *Surveys are closed on either Tuesday, Wednesday or Thursdays of any week.*
Rater Approval Required?		*Do people nominated to provide feedback need to be approved by someone before they receive their invitation to provide feedback?* **Details should be added to 3. People to Assess tab**
Will participants nominate their raters manually upon launch of survey, or in advance so it's done automatically?		*Participants can either nominate their feedback providers manually when the survey launches using the online portal, or this step can be done prior to launch and feedback providers will be nominated automatically when the survey launches.*
Email wording:		*Please approve email templates. If you wish to add additional wording to the emails Review the '2. Email templates' tab and make changes here if required*

REPORTS		
What date are reports required?		*Please allow min 2 weeks after project closes.*
Do you need 360 Aggregate reports? If yes, how many?		*Please confirm number of aggregate reports and/or aggregate snapshots required. The names of groups and participants can be included in **3. Participant Details tab.***
Report delivery		*Do you need digital reports, or hard copy reports printed.*
Self-development Guide Delivery		*Add address to send SDG and reports (if applicable)*
Planned Timeframe for debriefs		*When do you plan to begin delivering debriefs to the organisation?*

ADDITIONAL INFORMATION
Anything else DataDrivesInsight.com should know to ensure we deliver to expected timeframes/quality?