



PROGRAM TIMELINE

Organization		Contact	
Start Date		Phone/Email	

Task	Owner	Start Date	Due Date	Status	Notes
Program Overview Discussion					
Create program timeline					
Communication Strategy					To leaders/employees
Management Self-Assessment					Company data
Company Kick-Off Meeting/ Assemble Project Team					
Customize Employee Survey					Specific company titles
Deliver Employee Surveys					
Analysis of Results					
Initial report review of Employee Results					Modify as needed
Leadership team review of Employee Results					Determine need for FG session
Conduct Employee Focus Groups (optional)					
Compile Focus Group Results (optional)					
Review FG results					
SWOT/Priority session					
Brainstorm Solutions					
Strategy/Prioritize Next Steps					
Project Planning					
IMPLEMENTATION					
Post Surveys					
Analyze Results					
Recognition					

Company Name/Business Champions Team	
Recognition Level Achieved	