

Sample Timeline: 360 Degree Feedback Survey

XXXXXXXX 360 survey: timeline					
Process/Task	Task Owners		Task Dates		Notes
	XXXXXXXX	3D Group	Start Date	End Date	
XXXXXXXX provides 3D Group with participant and rater sheet	X			1/4	XXXXXXXX gathers participant and rater information, compiles it into a single template, and sends to 3D Group.
3D Group cleans and uploads participant and rater sheet		X			
XXXXXXXX send communication to all participants and raters about the process	X				
Survey Period	X	X	1/7	1/18	
3D Group sends survey invitations		X	1/7		
3D Group sends survey reminder #1		X	1/9		*Reminders sent only to those who have yet to complete the survey
3D Group sends survey reminder #2		X	1/15		*Reminders sent only to those who have yet to complete the survey
Survey closes		X	1/18		
3D Group generates feedback reports		X	1/21	1/25	
3D Group distributes reports to ____*	X	X	1/28	2/8	3D Group can send reports to a central contact, directly to participants via our online system, or both. <i>*Please confirm report delivery method.</i>