

Project Management Plan

The following table lists the key steps necessary in implementing the **Better Work-Life Balance Survey**. The steps are sequential and you, as the administrator of the survey, should ensure that each step has been completed successfully before moving on to the next step.

Step	Timing	Check
1. Gain senior management support and commitment to the survey tool and to taking action on the results of the survey.		
2. Appoint a dedicated survey administrator to supervise the implementation and promotion of the survey.		
3. Determine the best time to conduct the survey allowing for 1 week notice of survey and 2 – 3 weeks for return of survey.		
3. Provide employees with information sheet (Appendix 3) providing notice of the upcoming survey and its importance.	1 week prior to survey	
4. If using the hardcopy version, distribute the survey with the information letter (Appendix 5) to all employees. If using the downloadable version, notify employees per e-mail that the survey is now available to be completed (Appendix 6); allow 2 weeks for survey to be completed.	Week 1	
5. If using hardcopy version, ensure that a locked return box is made available in a specified location or that pre-printed self-addressed envelopes to the survey administrator are provided.	Week 1	
6. Send reminders to all employees requesting that those who have not completed the survey to please do so (by email, letters, or through staff meetings).	Week 3	
7. If using hardcopy version, the survey administrator can use the downloadable version to process employee responses collected with the hardcopy survey. If using downloadable version, this process is automatic.	Week 4	
8. Ensure safe and secure storage of data.		
9. Generate report by simply clicking on the “View report” button in the “Survey Administration Menu” of the downloadable version of the survey.		
10. Present findings to senior management and employees.		
11. Take action where necessary		