SURVEY RESULTS ROLLOUT CHECKLIST

This tool provides leaders with a way to plan for and track completion of steps in the Survey Results Rollout process. Indicate when a task was completed in the Date column and keep important notes about methods for accomplishing each item in the How column.

	Item	Date	How
☐	Invitation to meeting sent to all team members with time, place, purpose, etc.		
☐	Have a process for team members to sign up or a way to make sure every employee has an opportunity to participate.		
☐	Meeting room set and all resources prepared for the meeting.		
☐	Top three priorities for improvement identified		
☐	Follow up Improvement Action Plan developed		
☐	Follow up Improvement Action Plan communicated to team members and posted on the organizational web portal.		
☐	Plan for continuous communication with team members is in place.		