

# Survey Participation Project Plan

## Using This Project Plan

This is intended as a template you can use to help manage survey participation clearly and effectively. It is not a comprehensive list and does not include specific tasks or proposed timelines.

## Checklist

- ☐ Assemble survey participation stakeholder team
- ☐ Check your market pricing software to see if you can manage survey participation and submission
- ☐ Outline data needed for the participation template and the policies and practices sections
- ☐ Identify any gaps in your existing data
- ☐ Update your market pricing system with data needed to populate the participation template
- ☐ Make appropriate updates to salaries, job titles, and job descriptions in your system
- ☐ Develop task list and timeline including key deliverables and deadlines
- ☐ Schedule progress checks
- ☐ Review participation forms for accuracy
- ☐ Double check survey participation documentation for completeness and accuracy
- ☐ Submit your survey participation to your survey provider

# Surveys & Participation

List all necessary surveys and their participation timelines.

| Survey | Participation Open | Participation Close |
|--------|--------------------|---------------------|
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# Survey Participation Team

Establish roles and responsibilities for survey participation.

| Name | Role |
|------|------|
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|      |      |
|      |      |
|      |      |
|      |      |
|      |      |

## Tasks and Timeline

Develop a comprehensive list of all tasks and an overall timeline for survey participation.

[illegible]