

U.S. DEPARTMENT OF ENERGY
U.S. ENERGY INFORMATION ADMINISTRATION (EIA)

360° ASSESSMENT PROJECT - PROJECT PLAN

TASKS	START DATE	TARGET COMPLETE	OWNER	DESCRIPTION	RESULT
INITIATE CONTACT WITH EIA'S COR	WITHIN 24 HOURS FROM SIGNED CONTRACT & RECEIVING COR'S CONTACT INFO.		MRS	MAKE TELEPHONE CONTACT TO ESTABLISH COMMUNICATION BETWEEN EIA AND MRS.	
BASELINE PROJECT PLAN	WITHIN 48 HOURS OF MEETING WITH COR		MRS	IDENTIFY KEY TASK AREAS /DELIVERABLE/TIMETABLE	
IDENTIFY MANAGERS THAT WILL PARTICIPATE IN THE PROGRAM			EIA - COR	LIST OF NAMES AND EMAIL ADDRESS OF PARTICIPANTS	
ANNOUNCEMENT OF 360° FEEDBACK INITIATE TO PARTICIPANTS			MRS	DRAFT EMAIL NOTIFICATION TO LAUNCH 360° FEEDBACK INITIATIVE.	
			EIA - COR	SOLICIT SENIOR EXECUTIVE TO FORWARD EMAIL TO NOTIFY MANAGERS THEY WILL PARTICIPATE IN THE PROGRAM	

TASKS	START DATE	TARGET COMPLETE	OWNER	DESCRIPTION	RESULT
INITIATE CONTACT WITH MANAGERS TO INTRODUCE PROCESS AND ACTION STEPS REQUIRED			MRS	FORWARD EMAIL TO MAKE INITIAL CONTACT WITH MANAGERS AND PROVIDING 'GETTING STARTED' INFORMATION	
PREPARE MATERIALS TO HOST MEETING BRIEFING THE MANAGERS PARTICIPATING IN THE PROGRAM			MRS	FACILITATOR WILL PREPARE MATERIALS TO HOST KICK-OFF MEETING WITH THE MANAGERS.	
HOST ON-SITE MEETING WITH MANAGERS			MRS	MEETING TO DISCUSS PROGRAM: PURPOSE/GOAL OF PROGRAM, VALUE/BENEFIT TO MANAGER AND ORGANIZATION, LOGISTICS, Q&A SEGMENT	
PROVIDE EMAIL FOR MANAGERS TO NOTIFY THEIR RESPONDENTS AND REQUEST THEIR PARTICIPATION			MRS	FORWARD EMAIL TO MANAGERS TO FORWARD TO THEIR RESPONDENTS	
ANNOUNCEMENT FOR 360° RESPONDENTS TO COMPLETE ASSESSMENT			MANAGERS	SENDS EMAIL TO RESPONDENTS TO COMPLETE THE 363° FEEDBACK ASSESSMENT.	

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SEND OUT LINK TO THE ON-LINE ASSESSMENTS			MRS	RATERS HAVE ACCESS TO THE ASSESSMENT	
OPEN WINDOW TO PROVIDE FEEDBACK			RATERS	WINDOW TO PROVIDE FEEDBACK (ANTICIPATE A 10-DAY WINDOW) (10 BUSINESS DAYS)	
SEND 2 ND REMINDER TO RATERS TO PROVIDE FEEDBACK			MRS	REMINDER TO PROVIDE FEEDBACK (REMINDER SENT AT THE END OF THE 5 TH DAY)	
SEND 3 RD REMINDER TO RATERS TO PROVIDE FEEDBACK			MRS	REMINDER TO PROVIDE FEEDBACK (REMINDER SENT AT THE END OF THE 8 TH DAY)	
EMAIL 360° FEEDBACK REPORTS	WITHIN 7 DAYS OF THE SURVEY WINDOW CLOSING		MRS	PDF COPY OF REPORT WILL BE EMAIL TO MANAGERS TO REVIEW ONE WEEK PRIOR TO THE COACHING SESSION	
PROGRAM MANAGER ESTABLISHES COACHING SCHEDULE			MRS	EMAIL SCHEDULE LISTING TIME SLOTS TO HOST COACHING, ASKING MANAGERS TO SELECT THEIR TOP TWO CHOICES	

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PROGRAM MANAGER CONFIRM COACHING APPOINTMENT			MRS	LOCK IN COACH APPOINTMENT OR RENEGOTIATE FOR A DIFFERENT DATE	
POST-FEEDBACK SUMMARY FROM COACHING SESSION			MRS	EACH COACH WILL DEBRIEF MEETING BY COMPLETING A COACHING SUMMARY WORKSHEET POST THE ACTUAL SESSION	
SUMMARY OF FINDINGS ACROSS COACHING SESSION			MRS	REVIEW AND ASSESS IF THERE ARE TRENDS ACROSS THE REPORTS/COACHING SESSIONS THAT SHOULD BE ADDRESSED ORGANIZATION-WIDE	
COMPILE AND RUN GROUP COMPOSITE REPORTS			MRS	5 COMPOSITE REPORTS ARE DEVELOPED: ORGANIZATIONAL WIDE REPORT AND 1 REPORT FOR EACH OF THE 4 MAJOR EIA OFFICES	
TELECONFERENCE MEETING WITH EIA-COR / CLIENT			MRS & EIA - COR	TELECONFERENCE TO DEBRIEF FINDINGS	