

## 2019 -2020 Milestone & Timeline

### EXTENSION NOTIFICATION

Milestone	Timeline	Status
<b>Launch:</b> <i>2019 Survey Goes Live</i>	November 4 – 24, 2019 <i>Extended until December 6, 2019</i>	<b>DONE</b>
<b>Survey Results:</b> <i>Yale Overall (High Level Summary of University Data)</i>	Week of January 27, 2020	<b>DONE</b>
<b>Train Leaders to Interpret Survey Results:</b> <i>Results to Action Training: Instructor led training will be available for both New and Existing users to the SORT and Action Tracker Tools.</i>	Feb 3 - 13, 2020	<b>DONE</b>

### Post Survey Leadership Action Steps: A Four Step Approach

<b>STEP 1: Review &amp; Analyze Survey Results:</b> <i>All leaders are to review and analyze survey results. This analysis can be used as part of the Step 2, discussed below.</i>	No later than <u>Jan 1, 2021</u>	<b>DONE</b>
<b>STEP 2: Communicate Survey Results:</b> <i>All leaders are to communicate the survey results to staff. Communication can be completed a variety of ways (Town Hall mtg., Staff mtg., Memo to the team, etc.)</i>		
<b>STEP 3: Develop an Action Plan &amp; Enter In Tracking Tool:</b> <i>All leaders are encouraged to work with their teams to recognize achievements, strengthen opportunity areas, create a departmental action plan and record the Action Plan into the Action Tracker Tool.</i>	No later than <u>June 30, 2021</u>	
<b>STEP 4: Action Plan Implementation &amp; Monitoring:</b> <i>Each departments Action Pan will be monitored on a monthly basis by the Workplace Culture Survey Administration Team. All units are expected to have an Action Plan. Units without an Action Plan entered in the Action Tracker Tool will be contacted and requested to provide a status update.</i>	<u>June 30 – December 30, 2021</u>	