



# x360 ACTION ITEMS



PHASE	ORIENTATION	PRE-LAUNCH	LAUNCH	REPORTS	DEBRIEF
TIMING	Recommended 2-4 weeks prior to launch	<u>Required</u> 1-2 weeks prior to launch	Recommended 4 weeks in duration	<u>Required</u> 2 full business days*	Recommended within 1-2 weeks of receipt of x360 reports
YOUR TO DO LIST	<ul style="list-style-type: none"> <li><input type="checkbox"/> Establish milestone dates with xLEAD contact</li> <li><input type="checkbox"/> Review the <i>x360 Getting Started Guide</i></li> <li><input type="checkbox"/> Perform the x360 survey platform walk-through</li> <li><input type="checkbox"/> Designate an x360-certified coach</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Complete <i>x360 Survey Launch Form</i></li> <li><input type="checkbox"/> Revise communications, as needed</li> <li><input type="checkbox"/> Option: Update Participant list</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Monitor Participant x360 survey completion</li> <li><input type="checkbox"/> Monitor Participant nomination of Observers</li> <li><input type="checkbox"/> Option: Modify Participant list</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Download reports via the x360 online platform</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Distribute x360 reports to Participants</li> <li><input type="checkbox"/> Assign certified coach to debrief Participants using the <i>x360 Report Debrief Tool</i></li> <li><input type="checkbox"/> Option: Schedule follow-up coaching sessions with Participants</li> </ul>
xLEAD TO DO LIST	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provide x360 certification of designated coach</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Send login details and instructions</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Send welcome email</li> <li><input type="checkbox"/> Send reminder emails to Participants and Observers from x360 online platform</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Close survey on date specified in <i>x360 Survey Launch Form</i></li> <li><input type="checkbox"/> Prepare x360 reports</li> </ul>	

\* Two full business days (i.e., a 48-hour period exclusive of weekends and holidays).