

Date	Deliverable
30 January	Survey invitation sent from VPSC to the head of your organisation and HR director.
10 February	<p>Deadline for the submission of your organisation’s survey participation form.</p> <p><i>Survey coordinators need to review the form’s contents. If survey coordinators need to make changes then please email people.matter@vpsc.vic.gov.au</i></p>
8 March	Deadline for email submission of organisation composition spreadsheet.
Four weeks before your survey begins	<p>Deadline for email submission of:</p> <ul style="list-style-type: none"> • email address lists required for a personalised link to the survey • any customised text to be used for personalised survey invitation and reminder emails
One week before survey	Survey coordinator to test the survey link provided in the survey administration portal
24 April	<p>Survey window opens.</p> <p><i>Your organisation will have specified a two to three week survey period starting on or after this date.</i></p>
26 May	<p>Survey window closes.</p> <p><i>Your organisation will have specified a two to three week survey period that ends before or on this date.</i></p> <p>All organisations to have completed their surveys by this date</p> <p>If you suspect that you may need to extend your survey period in order to achieve an acceptable response rate, we recommend you choose a start date closer to the 24 April. Ensuring your survey period does not exceed the survey window VPSC offers will avoid any additional costs.</p>
May to June	Approximately two weeks after the VPSC receives your organisations survey data from ORIMA Research, your organisation will receive its whole of organisation results report and any employee group reports.
June	Approximately three weeks after the survey window closes, your organisation will receive its benchmark report.