Date	Event
From 25 February	**Survey invitation sent to HR Director and head of organisation**
8 March	**Deadline for the submission of survey participation form** Survey Coordinators need to review the form's contents and email people.matter@vpsc.vic.gov.au with any changes.
8 March onwards	**Information sessions held** Details regarding these sessions are sent to your Survey Coordinator and HR Director.
15 March	**Deadline for submission of organisation composition spreadsheet**
Four weeks before your survey begins *(for organisations using personalised survey links only)*	**Deadline for submission of:** • list of each employee's email address and first name • any customised text to be used for survey invitation and reminder emails.
One week before survey	**Testing of survey link in the survey administration portal by Survey Coordinators** Please email peoplematter@orima.com about any issues with the link.
13 May	**Survey window opens** Your organisation will have specified a two- to three-week survey period starting on or after this date.
14 June	**Survey window closes** Your organisation will have specified a two- to three-week survey period that ends before or on this date. **All organisations must have completed the survey by this date.** ***Please note:*** *If you anticipate needing to extend your survey period to achieve an acceptable response rate, we recommend choosing a start date closer to the opening of the survey window.*
5 July	**Release 1 reports delivered** Your organisation's **benchmarked results report (organisation level)** and **organisation-level data files** will be available on the secure VPSC online storage portal. The **free-text comments report** will be sent to your organisation head only.
12 July	**Release 2 reports delivered** Your organisation's **benchmarked results report (employee group level)** and **employee-group-level data files** will be available on the secure VPSC online storage portal.
19 July	**Release 3 reports delivered** Your organisation's **executive summary report** will be available on the secure VPSC online storage portal.