-People Matter Survey-

-Have your say-

| When | What |
| --- | --- |
| 7 August | Survey invitation sent by us to your head of organisation or HR director |
| 19 August | Survey participation form due:   * if you need to make changes after you submit your form, email [people.matter@vpsc.vic.gov.au](mailto:people.matter@vpsc.vic.gov.au) |
| 28 August | * Organisation composition spreadsheet due * Custom questions due, if needed |
| Between 7 September and 7 October | Within this window ORIMA will provide you with a test link to the survey which will be made available in the administration portal.  Please test the survey link and review any custom or organisation composition questions.  If there are any issues, email [peoplematter@orima.com](mailto:peoplematter@orima.com) |
| 12 October | Survey opens:   * Survey coordinator sends invitation email to all staff |
| 30 October | Survey closes for all organisations |
| Early December | Survey results and benchmarking reports:   * we’ll make these available on the online storage portal |