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| --- | --- |
| Item | Complete (Y/N) |
| Survey built online as per your requirements, please check:   1. Your branding & logo have been applied to the survey correctly 2. The questions asked will be understood by employees 3. The introductory text (if you have any) 4. The survey logic works correctly for employees that you are asking different questions to   **If any changes are needed, brief in one set of changes to WorkBuzz. Please note that once the survey is live, no changes can be made.** |  |
| Survey tested |  |
| Survey email invitations signed off & sent to WorkBuzz |  |
| All employee data submitted to WorkBuzz, with the departments and demographics you will need to report against  **Please note we can not make any changes to the reporting structure after the survey is live.** |  |
| Details of project team members who should receive response rates shared with WorkBuzz |  |
| Details of any results dashboard access required after the survey closes shared with WorkBuzz |  |