

Employee Engagement Deployment Plan

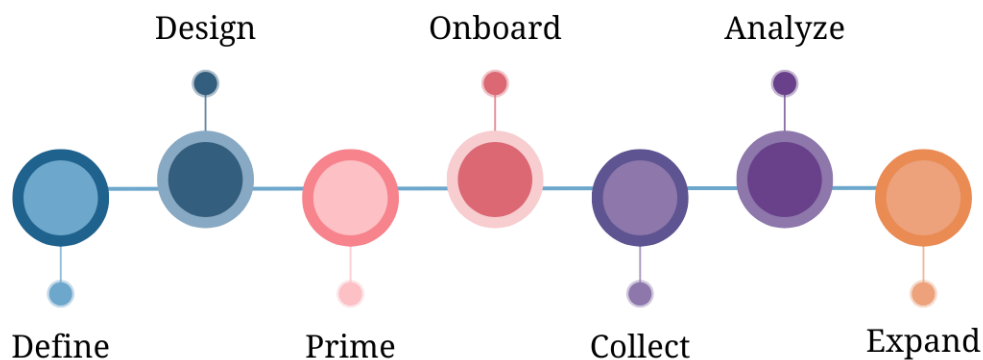
Purpose of Deliverable

This document describes the plan and guidelines for Employee Engagement to be followed during the program development. It provides supporting literature regarding the concept of innovation-based employee engagement, to ensure its understanding. In addition, some of the main employee engagement tools are described. The document outlines how the deployment plan will be dynamic and adapted according to both timeline and results achieved.

Intended Audience

This document is intended to serve as an internal guideline for the appropriate employee engagement program. It should provide managers and stakeholders with a basic understanding of the procedures dealing with innovation-based employee engagement. It may also be an informative report for those external parties interested in different aspects concerning program potential and its development.

Process



Launch Team

Who can turn to for guidance or do some of the heavy lifting for you? Innovation Minds will provide you with a dedicated Success Team that will act as your Employee Engagement Consultant, Implementation Specialist, Launch Strategist, and partner for ensuring long-term success, and driving better results.

Project Team

This team is made up of experts and key stakeholders who understand your challenges (including the risks and stakes), know how to solve them, and work well with other people and departments. Your Project Team can be small, agile, and cross-functional -- so they can make and act on decisions with both speed and precision. Your project team and launch team will work together in establishing a baseline, as well as confirming timelines and milestones in your project.

Define

Identifying the project scope is key in ensuring your success. Innovation Minds will help your project team set a baseline and assess the impact of your current employee engagement strategies through our **Strategic Insights Hub®**. We will help you identify bright spots and gaps and determine what actions you can take to address challenges or maintain the positive aspects of your current program.

Design

Your launch team at Innovation Minds will work with you on the platform set up, design and configuration. This is where we incorporate your company's brand guidelines, banners and even photographs of your employees. Your launch team will start with integrating some of your HR technologies such as your HRIS systems or payroll systems. Our primary goal in this phase is designing your portal and making it your virtual home.

Innovation Minds provide a complete design service for our employee engagement solutions, both at implementation and ongoing. Rather than designing the whole program at once, we approach our clients for feedback and approvals each step of the way so that we have the best chance of getting it right. We will liaise with your team or directly and will advise the best way to communicate each element of the platform to your users.

Dependencies

In this phase, we will outline our vendor responsibilities and what are the deliverables from your business. We will establish what you will need to drive and take a lead on internally, versus what your Innovation Minds Launch Team will manage for you.

Prime

Every journey starts with a single step. Your launch team will work with you in identifying which Employee Engagement programs you can start with in priming your user's experience. The Innovation Minds platform provides multiple features for different engagement and cultural challenges that you can choose from. In this phase of the implementation, your launch team will share use cases and best practices that may be useful for your project. *Refer to the Employee Engagement Guidebook for more information on features.

Risk Assessment

What are the potential roadblocks and how can we mitigate them? It is important for your Launch Team to know and understand what could defer your platform launch. We will identify the nature of these risks and advise the best way to address and resolve them.

Onboard

Your launch team will create a communication and training plan with your guidance to ensure the highest possible level of early adoption. Your early adopters can consist of your project team and stakeholders, or "sponsors" who might have a big sway in decisions about how your program works, or an IT contact who would set up things such as intranet integration in the background. Once you have selected your roster of early adopters, your launch team will load them into the program and configure SSO integration for a smoother experience.

Collect

The Innovation Minds platform includes an integrated Survey Management suite. In this phase of the implementation, your launch team will run a full survey cycle to get feedback on your user's experience.

Analyze

Your dedicated launch team will share reports on what are the gaps and opportunities that need to be addressed before the launch and present both experience-based and science-back action plans to help iron out iron out the kinks and start sailing smoothly.

Execute Feedback Gameplan

It's now time to execute that game plan! Your launch team will work with you in implementing your action plans and ensuring seamless data flow between the platform and your enterprise systems.

Communication

Your dedicated launch team will construct a communication sequence designed to roll out Innovation Minds successfully to your entire workforce via the bulk email feature. This communication sequence is as follows:

- Pre-launch [Purpose: Create Awareness]
- Launch [Purpose: Announce the launch of the app internally, and guide users to sign in or download the mobile app]
- Post-launch [Purpose: Tips and Tricks on how to use Innovation Minds effectively]

Launch

It's time to go live! Your launch team will roll out the platform to all your users and arrange training for your champions, leaders, or users as necessary.

Expand

Augment your Engagement by introducing other engagement moments and start integrating all the tools and work-relevant information your users may need. i.e.: 1:1s, ERGs, CSR, ILT, All Hands, Lunch Outs, Holiday Parties, etc. Activate Project Management, Innovation and R&D and Whiteboards. Or integrate with your existing tools.

ENGAGEMENT AS A SERVICE

Sprint 1 – Keep Your Employees Engaged And Excited



Sprint 2 – Make Your Employees' Workday More Engaging