



Step by Step Guide to Setting up an Evalu8ing Survey

Evalu8ing
2012

Contents



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Evalu8ing is based around 4 simple decisions:



1. Who are the groups to be surveyed?

Define your groups either within the organisation (departments, teams, etc), outside the organisation (clients, suppliers, etc), by locations (interstate, overseas, regionally, etc) – up to 8 groups in any survey.

2. How do each of these groups interact with each other?

Which groups work together and which groups do not? Often all groups evaluate each other, but Evalu8ing allows for you to 'unlink' some groups from others if no meaningful relationship exists.

3. Who are the participants in each group?

You will need their names and email addresses only.

4. What questions will you ask - what attributes are to be measured?

Determine your issues or drivers that you want to evaluate. It could be level of collaboration, performance, value alignment, service levels or any number of metrics. We have 5 pre-prepared Question panels or you can create your own inside the survey.

If you know all these, then get started by creating a FREE account at www.evalu8ing.com

It all starts at evalu8ing.com



Welcome to Evalu8ing!
The only online survey to evaluate the relationships between up to eight groups – eight groups within your organisation, eight offices in various locations, eight suppliers working together or a combination of them all.

Browse Evalu8ing's range of Resources and Presentations on a range of topics in order to help solve a range of business problems or help you to introduce Evalu8ing within your organisation - choose from our selection and order yours here.

Create your FREE account at "Sign Up Now".

The screenshot shows the Evalu8ing website homepage. At the top, there is a navigation bar with links for Home, About Us, Contact Us, and a search bar. Below this is a secondary navigation bar with links for Getting Started, Why Evalu8ing?, Resources, Pricing, Clients, Help Centre, Partner Program, and Member Log In. The main content area features a large 'Welcome to Evalu8ing!' heading, a 'SIGN UP NOW' button, and several paragraphs of text explaining the service. A 'Overall Evaluation' section displays a network diagram with nodes for CLIENT, EXPERIENTIAL, MEDIA, CREATIVE, DESIGN, DIRECT, PR, and DIGITAL, connected by colored lines representing relationships. A legend below the diagram explains the color coding for scores and relationship status.

Welcome to Evalu8ing!

The only online survey to evaluate the relationships between up to eight groups – eight groups within your organisation, eight offices in various locations, eight suppliers working together or a combination of them all.

SIGN UP NOW

Business relationships are rarely one-to-one these days. So why use a 'one-on-one' survey? Or even 'one to many' survey?

Today many people work with many others in complex relationships. And these relationships are important in ensuring the success or failure in achieving your business objectives – be it aligning with internal stakeholders or working with external suppliers.

So managing, monitoring and maximising these relationships are important to the success of every organisation and every process.

Yet most surveys and interviews do not see the complexity facing these organizational interactions. Instead they conveniently see the world in a 'one to one' structure, ie 'One Group' evaluating 'Another Group' and visa-versa.

That's why Evalu8ing will revolutionise the way your stakeholders interact – it's the only online survey to evaluate relationships between up to 8 groups – 8 groups within your organisation, 8 offices in various locations, 8 suppliers working together or a combination of them all.

SIGN UP NOW to get started!
Or [Learn More about Evalu8ing...](#)

Overall Evaluation

0 - 52
53 - 77
78 - 100
No Data

THE EVALU8ING COLOUR CHART

The colour closest to a group indicates the score given to it by the other group.
To identify relationships that require attention look for the red lines touching any group.

Green = upper quartile Yellow = above survey average
Red = below survey average Black = no relationship

Create your FREE account



Create your own FREE account or create multiple accounts for various surveys. Note – for multiple account holders, ensure each account has a different username and password.

The screenshot shows the 'Sign up for your FREE account' page on the Evalu8ing website. The page has a white background with an orange header. The header contains the Evalu8ing logo on the left, a search bar with the text 'Search this site' and a 'Go' button on the right, and a navigation menu with links for 'Home', 'About Us', and 'Contact Us'. Below the header is a secondary navigation bar with links for 'Getting Started', 'Who, What, Why?', 'Resources', 'Pricing', 'Clients', 'Help Centre', and 'Partner Program', along with a 'Member Log In' link. The main content area features the heading 'Sign up for your FREE account' in orange. Below this heading are several input fields: 'Account Name', 'Email', 'Organisation Name', and 'Your Login Name'. A CAPTCHA image with the characters 'y9cwd' is displayed, followed by a text prompt 'Enter the characters in the image above' and a corresponding input field. A 'Signup' button is located at the bottom of the form.

Manager Dashboard



4 The Manager Dashboard is the starting point for every survey and shows 3 simple steps –
CREATE – create survey
MANAGE – manage survey
ANALYSE – download results

4 **CREATE**
Create a new survey or use an existing survey and create a new version of it.

4 **MANAGE**
Manage participants, survey dates, emails invites and reminders

4 **ANALYSE**
Download survey data, comments and graphics for analysis

The screenshot shows the 'Welcome to the Test for Marketing Control Panel' page. At the top, there is a navigation bar with the Evalu8ing logo and the text 'Welcome to the Test for Marketing Control Panel'. Below this is a secondary navigation bar with links for 'Home | Create | Manage | Analyse'. On the right side of this bar, it says 'Welcome : Georgia Last Login : 2012-03-13 13:15:57 Log Out | Insecure'. The main content area has a white background and contains the following text: 'Welcome to the Test for Marketing Online Collaboration Tool. Evalu8ing allows you to evaluate, track and manage the relationships, levels of collaboration and functional status across up to eight interdependent groups of people working together in one simple, easy to use, self-managed and collaborative on-line environment. Please choose from the menu items above to get started. Click the links above to navigate: Create - set up a new survey, Manage - manage a live survey, Analyse - analyse the results of a completed survey'. There is a button that says 'Press to give us comments/feedback' and a footer that says 'Thank you for using Evalu8ing.'

4 Log out at any time and come back later to Create, Manage or Analyse a survey.

CREATE a survey



- 4 Customise your survey with your logo and corporate colours.
- 4 Create your own set of survey questions here or use one of ours.
- 4 You can change account details at any time
- 4 Step by Step instruction then lead you through the process.

A screenshot of the Sydney Telecoms Control Panel. The header is orange with the Evalu8ing logo and the text 'Welcome to the Sydney Telecoms Control Panel'. Below the header is a dark grey navigation bar with links for 'Home', 'Create', 'Manage', and 'Analyse'. On the right side of the navigation bar, it says 'Welcome : John Citizen', 'Last Login : Never', and 'Log Out | Insecure'. The main content area is white and shows a dropdown menu with 'Sydney Telecom Supplier Relationship 2011'. Below this is a list of options and steps: 'Option 1: Customise Survey Colours and Logo', 'Option 2: Define Customised Set of Survey Questions', 'Option 3: Update Account Information', 'Step 1: Add New Survey' (with a green checkmark icon), 'Step 2: Add Business Units (Teams, Organisations or Groups)', 'Step 3: Link Business Units', 'Step 4: Add Survey Participants', 'Step 5: Test Survey E-mail (and Question Panel)', 'Step 6: Pay Survey Fees', and 'Step 7: Run Survey (shortcut to Manage)'. Each step from 2 to 7 has a red information icon.

MANAGE the survey



- 4 Select and manage any survey within your account.
- 4 Edit start and end dates and change survey details, at any time.
- 4 All of the dynamic survey details are available here.
- 4 Invite participants here.
- 4 Send reminders to participants who have not completed the survey.
- 4 Log in to the participants survey to check progress.

Welcome to the AAA Technologies Control Panel

Home | Create | Manage | Analyse | Master Login | Admin

Welcome : p3democonsultant Last Login : 2012-07-08 09:29:30

Internal Stakeholder Relationships - June 2012 Refresh

Payment: Valid Time Zone: Australia/Sydney Start: Sun-08-Jul-12 08:15 End: Sun-22-Jul-12 23:45 Now: Sun-08-Jul-2012 09:34
 Survey Help E-mail Address: georgia@trinityp3.com Start: Survey has started Close: 14 days 14 hours 11 minutes. People/Complete: 31 / 0.0%

Team/Group	Person	% Complete	Invite All	Remind All	[#]	[#]	Last Email	Login As
Marketing	Barbara	0.0	Invite	Remind	0	0	> 1 week [c]	Login As
Marketing	Margaret	0.0	Invite	Remind	0	0	> 1 week [c]	Login As
Marketing	Maxwell	0.0	Invite	Remind	0	0	> 1 week [c]	Login As
Marketing	Meredith	0.0	Invite	Remind	0	0	> 1 week [c]	Login As
Marketing	Michael2	0.0	Invite	Remind	0	0	> 1 week [c]	Login As
Advertising	Aqatha	0.0	Invite	Remind	0	0	> 1 week [c]	Login As
Advertising	Alice	0.0	Invite	Remind	0	0	> 1 week [c]	Login As
Advertising	Anne	0.0	Invite	Remind	0	0	> 1 week [c]	Login As
Advertising	Arthur	0.0	Invite	Remind	0	0	> 1 week [c]	Login As
Sales	Silvia	0.0	Invite	Remind	0	0	> 1 week [c]	Login As
Sales	Stacey	0.0	Invite	Remind	0	0	> 1 week [c]	Login As
Sales	Stephanie	0.0	Invite	Remind	0	0	> 1 week [c]	Login As
Sales	Stephen	0.0	Invite	Remind	0	0	> 1 week [c]	Login As
Operations	Olive	0.0	Invite	Remind	0	0	> 1 week [c]	Login As
Operations	Olivier	0.0	Invite	Remind	0	0	> 1 week [c]	Login As
Operations	Orlando	0.0	Invite	Remind	0	0	> 1 week [c]	Login As
Operations	Oswald	0.0	Invite	Remind	0	0	> 1 week [c]	Login As
Customer Support	Clarrise	0.0	Invite	Remind	0	0	> 1 week [c]	Login As
Customer Support	Cliff	0.0	Invite	Remind	0	0	> 1 week [c]	Login As
Customer Support	Corrine	0.0	Invite	Remind	0	0	> 1 week [c]	Login As
Customer Support	Craig	0.0	Invite	Remind	0	0	> 1 week [c]	Login As
Finance	Felix	0.0	Invite	Remind	0	0	> 1 week [c]	Login As
Finance	Fifi	0.0	Invite	Remind	0	0	> 1 week [c]	Login As
Finance	Francis	0.0	Invite	Remind	0	0	> 1 week [c]	Login As

The survey is easy for participants



4 The survey is easy to use and intuitive, taking most participants less than 20 minutes to complete.

4 Fully customised.

4 Sliders drag or click.

4 Participants can complete the survey in their own time and log out and back in at any time.

4 Questions or relationships that are not relevant can be flagged NA by the participant.

Internal Stakeholder Relationships - June 2012
Hello Ruth and welcome to this survey, titled Internal Stakeholder Relationships - June 2012.

Start ◀ 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 ▶ 35%

Q07 Communicates complex information in a way that's easy to understand.

Assessment Target	Please drag or click the red slider to score your response	Not Applicable	Comments
MARKETING		<input type="checkbox"/>	Comment
ADVERTISING		<input type="checkbox"/>	Comment
SALES		<input type="checkbox"/>	Comment
OPERATIONS		<input checked="" type="checkbox"/>	Comment
CUST SUPP		<input type="checkbox"/>	Comment
FINANCE		<input type="checkbox"/>	Comment
IT		<input type="checkbox"/>	Comment

disagree agree

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◀ Prev Next ▶

4 Full navigation to answer and review as they desire.

4 Participants can provide comments for every question and every relationship.

ANALYSE the results



- 4 Survey Results are provided in 3 formats:
 1. Comments
 2. Data
 3. Graphics.

4 GRAPHICS - generate graphic reports of Overall results or by individual question.

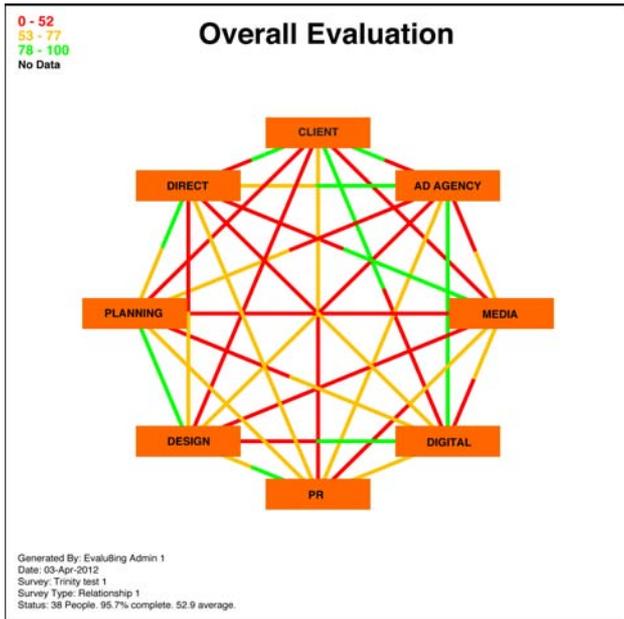
COMMENTS - generate Comments download here

DATA - generate Data download here

4 GRAPHICS - You can also look at the results between specific relationships by selecting those relationships only.

The screenshot displays the 'AAA Technologies Control Panel' interface. The main content area shows a survey question: 'Q02: Collaborative behaviour is fostered and encouraged.' Below the question, there are checkboxes for various departments: MARKETING, ADVERTISING, SALES, OPERATIONS, CUST SUPP, FINANCE, IT, and R&D. A network diagram is generated, showing relationships between these departments. The diagram consists of nodes for each department, connected by lines of different colors (red, yellow, green). The nodes are arranged in a circular pattern. The diagram is titled 'Export to PDF' and includes a legend with score ranges: 0 - 32, 53 - 77, 78 - 100, and No Data. The diagram is generated by p3democonsultant on 12-Jul-2012 for survey 'Trinity test 1' (Relationship 1) with a status of 38 people, 96.1% complete, and a 54.2 average.

RESULTS in 3 formats



1. Colourful, Easy to Interpret Graphics

- Colour closest to the group is how the group on the other end of the line feels about them.
- Provided as Overall and by Question.
- Can be customised to allow specific relationships to be examined only
- Data legend provides colour code and range for the scores. These can be changed by the Survey Manager.

Data for AAA Agency Relationships - February 2012

Whole survey	72.5	Marketing	Digital	Creative	Media	PR
Overall	Average for all	76	73	65	75	70
Overall	Participants fo	44	48	50	51	48
Q01	Gets us involv	73	71	66	71	64
Q02	Leaders play a	75	72	60	76	68
Q03	Strategies and	74	70	65	73	67
Q04	Discussions ar	80	76	67	78	75
Q05	Honest and co	80	76	66	76	73
Q06	People are sup	75	70	65	77	71
Q07	You are encou	79	75	67	76	72
Q08	Cohesive team	73	71	64	75	70
Q09	Demonstrates	76	73	66	76	72
Q10	Encourages in	76	74	66	74	69
Q11	Fosters an env	75	73	65	77	70
Q12	Problems are i	76	72	65	77	73
Q13	Promotes a fri	78	75	64	76	72
Q14	Recognises an	77	76	67	75	71
Q15	Roles and resp	75	74	68	75	74
Q16	Treats others i	78	75	67	79	77
Q17	You are encou	78	75	66	74	70
Q18	Timelines are	70	63	66	75	67
Q19	Provides origin	71	69	63	73	65
Q20	Thinks through	72	70	64	73	66
Answers by Te	[Marketing]	Marketing	Digital	Creative	Media	PR
Overall	Average for all questions		67	54	69	67
Q01	Gets us involv -		67	59	70	64
Q02	Leaders play a -		69	53	71	66
Q03	Strategies and -		65	55	66	65
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Comments for AAA Agency Relationships - February 2012

Group	Target Group	Question	Comments
Digital	PR	Q01	Open and transparent communication helps with this engager
Digital	Experiential	Q01	Unclear expectations and deliverables tends to result in plann
Experiential	Marketing	Q01	The campaign is too rushed (maybe with 2 days to 1 week).
Experiential	Creative	Q01	Lack of direction.
Marketing	Creative	Q01	Poor team participation in roadmap meeting for advance view
PR	Marketing	Q01	The Marketing team always take initiative to discuss their can
Marketing	Media	Q02	Collaboration displayed by team to provide insight and data f
Marketing	Creative	Q02	Leader shared and lead the other team in the same direction
Marketing	Experiential	Q02	Not sure about leaders mobilising or embracing collaborative
Media	Experiential	Q02	Experiential asked a lot of questions in the meeting and also
Marketing	PR	Q03	Close working relationship to ensure alignment on brand posit
PR	Experiential	Q03	Need to understand more and better of the pricing strategies
Media	Experiential	Q04	Discussion can be open at working level.
Experiential	Marketing	Q06	While the team are supportive generally, when discussing ide
Experiential	Digital	Q06	Key contacts in the team are usually very helpful in liaising wi
Marketing	Creative	Q06	Have open discussions on improvement points
PR	Experiential	Q07	We are being informed of the pricing direction only, not being
Creative	Digital	Q08	Digital doesn't not appear to be able to align internally and co
Creative	Creative	Q08	Doesn't not appear to be able to align internally and commun
Experiential	Media	Q09	Sometimes when preparing for product launches and demons
Marketing	Media	Q10	Team ideas on innovation captured with support on external t
Direct	Creative	Q11	The review of process gives the teams opportunities to make
Creative	Marketing	Q12	Sometimes jumped into conclusions and instructed support fu

2. Group Data

- Overall scores
- Survey average scores
- Question by Question
- Group by Group

3. Participant Comments

- Provide context and clarification to results

Start Evalu8ing today



- Want to discover more on how Evalu8ing can help you evaluate the collaboration, relationships and performance of your 'many to many' structures?
- Evalu8ing can provide you with:
 - A demonstration on site – <http://www.evalu8ing.com/>
 - A free limited functional trial
 - A discount pilot of the system
- Plus we have additional consulting services to assist you in obtaining even greater value and insight from the process.

For more information...



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