Step by Step Guide to Setting up an Evalu8ing Survey

Evalu8ing

2012

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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.

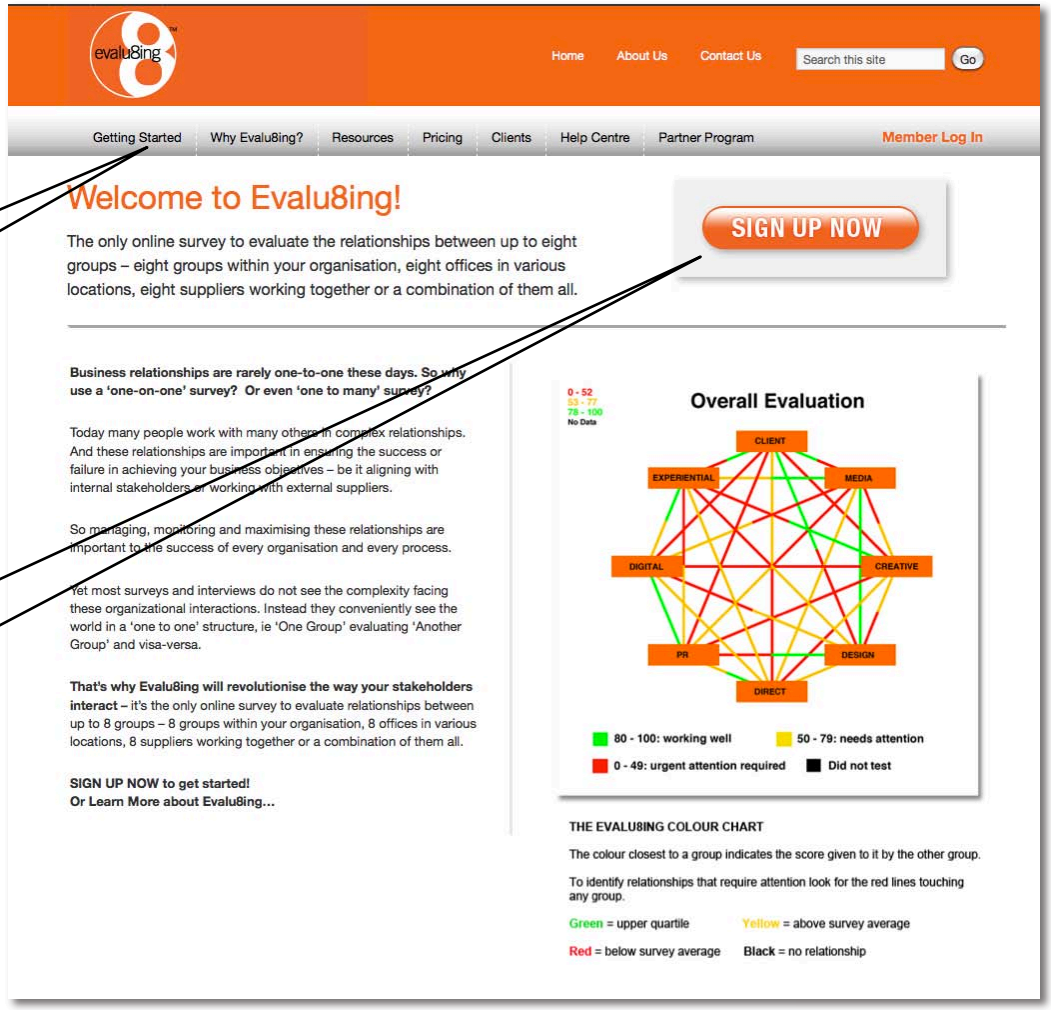
If you know all these, then get started by creating a FREE account at www.evalu8ing.com

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.

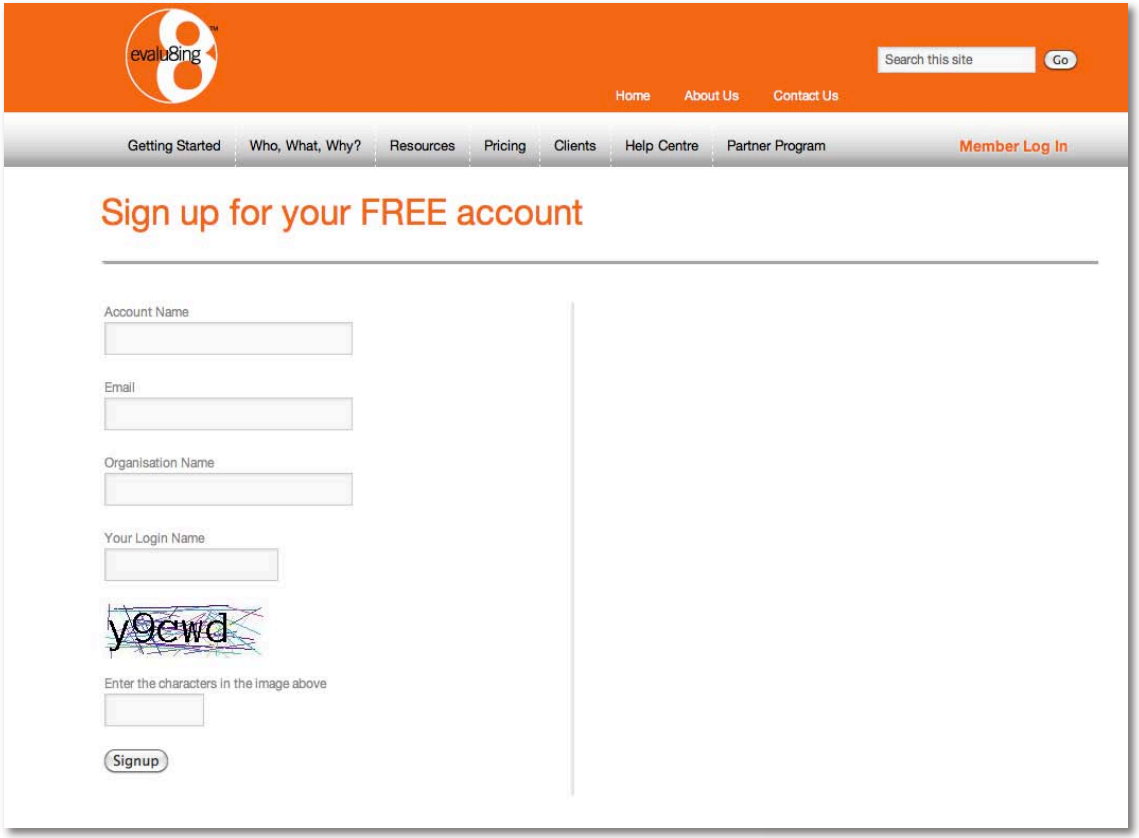
Browse Evalu8ing's range of Resources and Presentations on a range of topics in order to help solve a range of business problems or help you to introduce Evalu8ing within your organisation - choose from our selection and order yours here.

Create your FREE account at "Sign Up Now".



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.



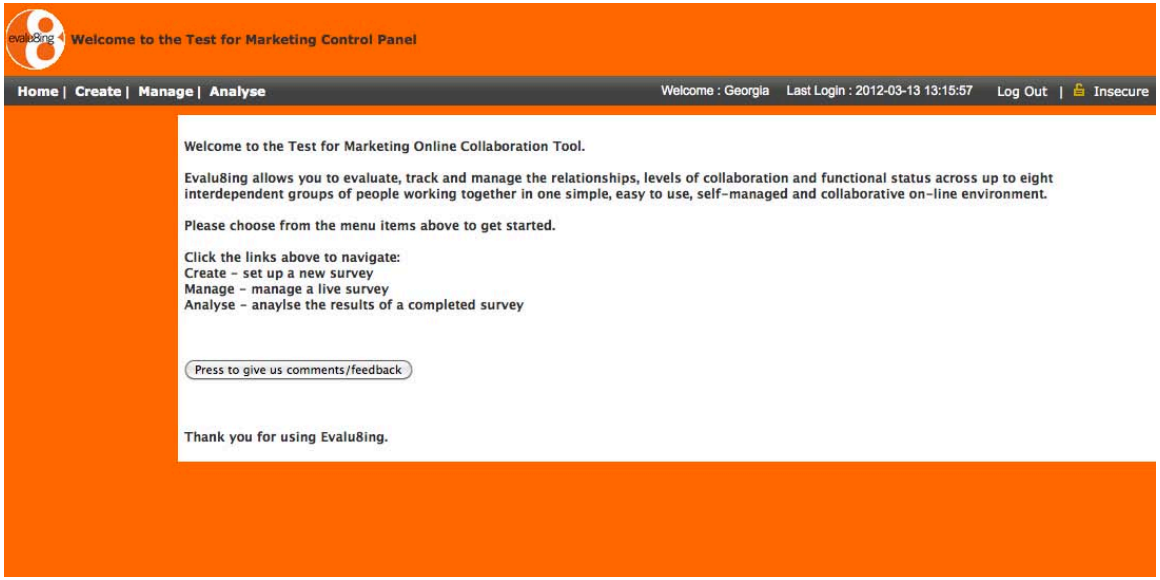
Manager Dashboard

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

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

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

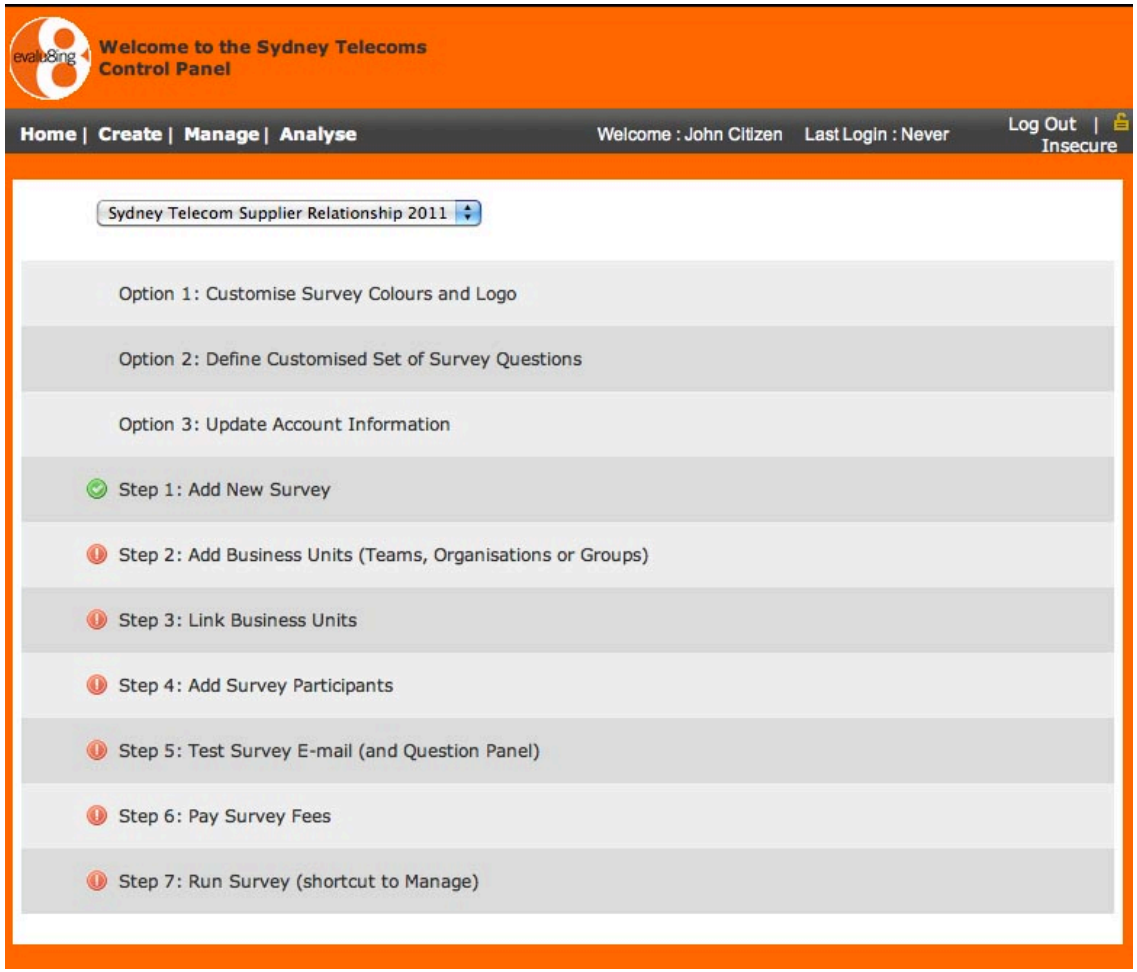
- **ANALYSE**
  Download survey data, comments and graphics for analysis



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

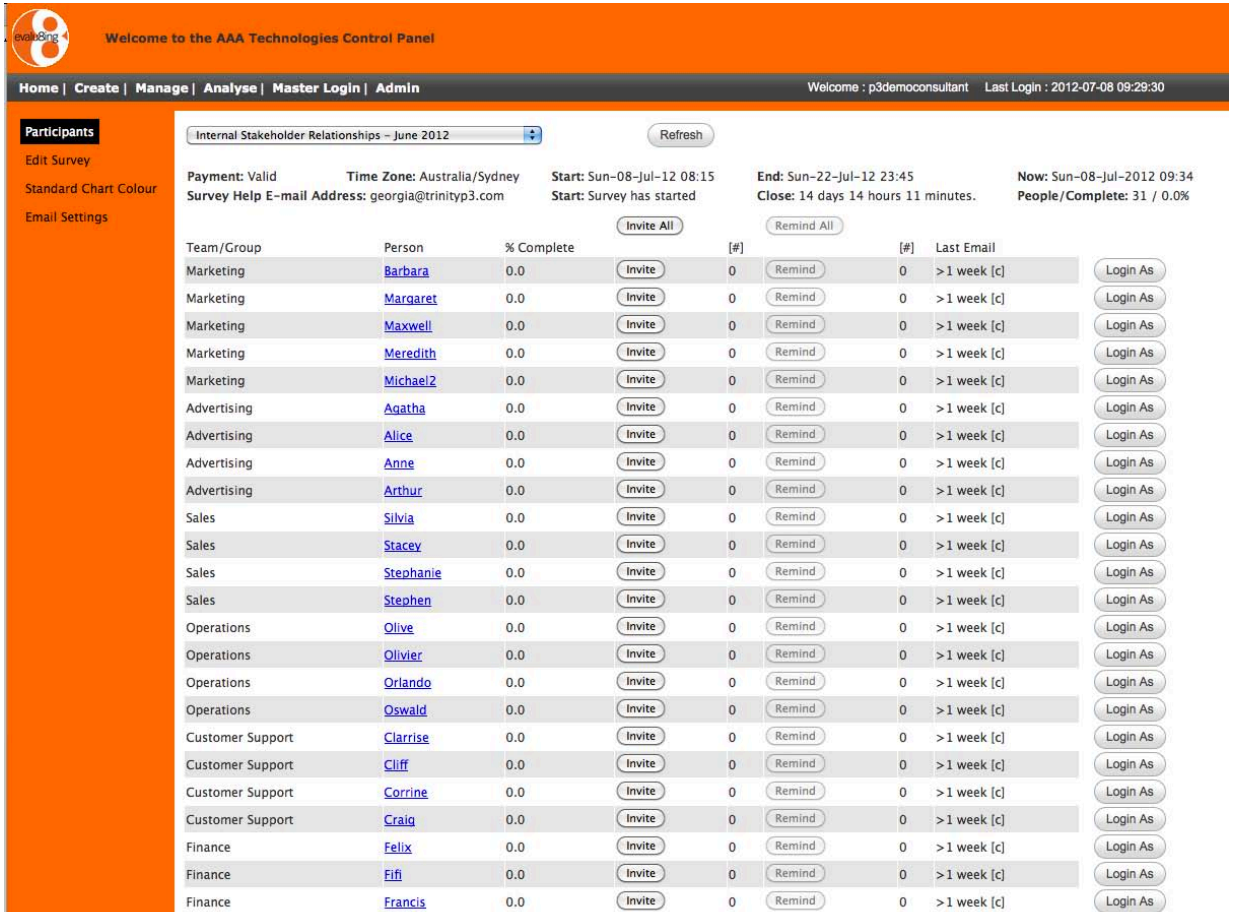
CREATE a survey

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



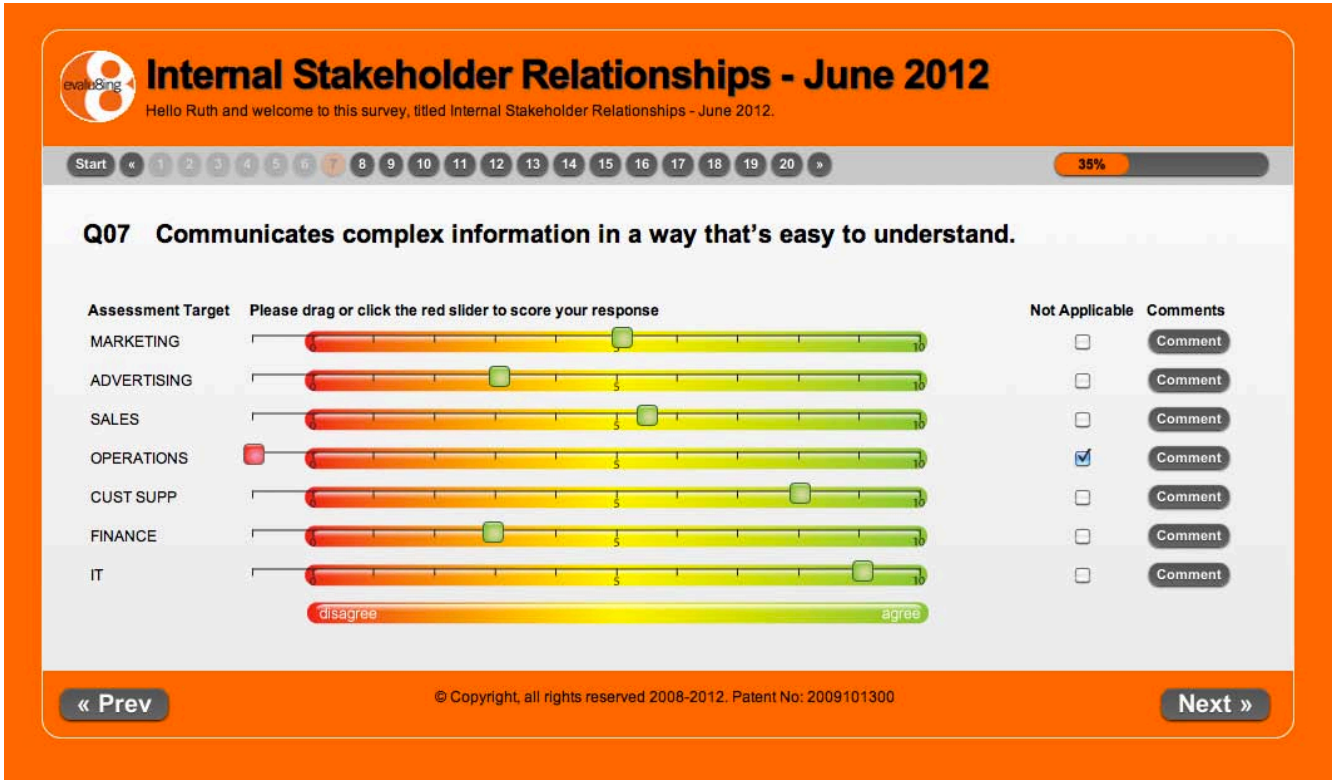
MANAGE the survey

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



The survey is easy for participants

- The survey is easy to use and intuitive, taking most participants less than 20 minutes to complete.
- Fully customised.
- Sliders drag or click.
- Participants can complete the survey in their own time and log out and back in at any time.
- Questions or relationships that are not relevant can be flagged NA by the participant.



- Full navigation to answer and review as they desire.
- Participants can provide comments for every question and every relationship.

ANALYSE the results

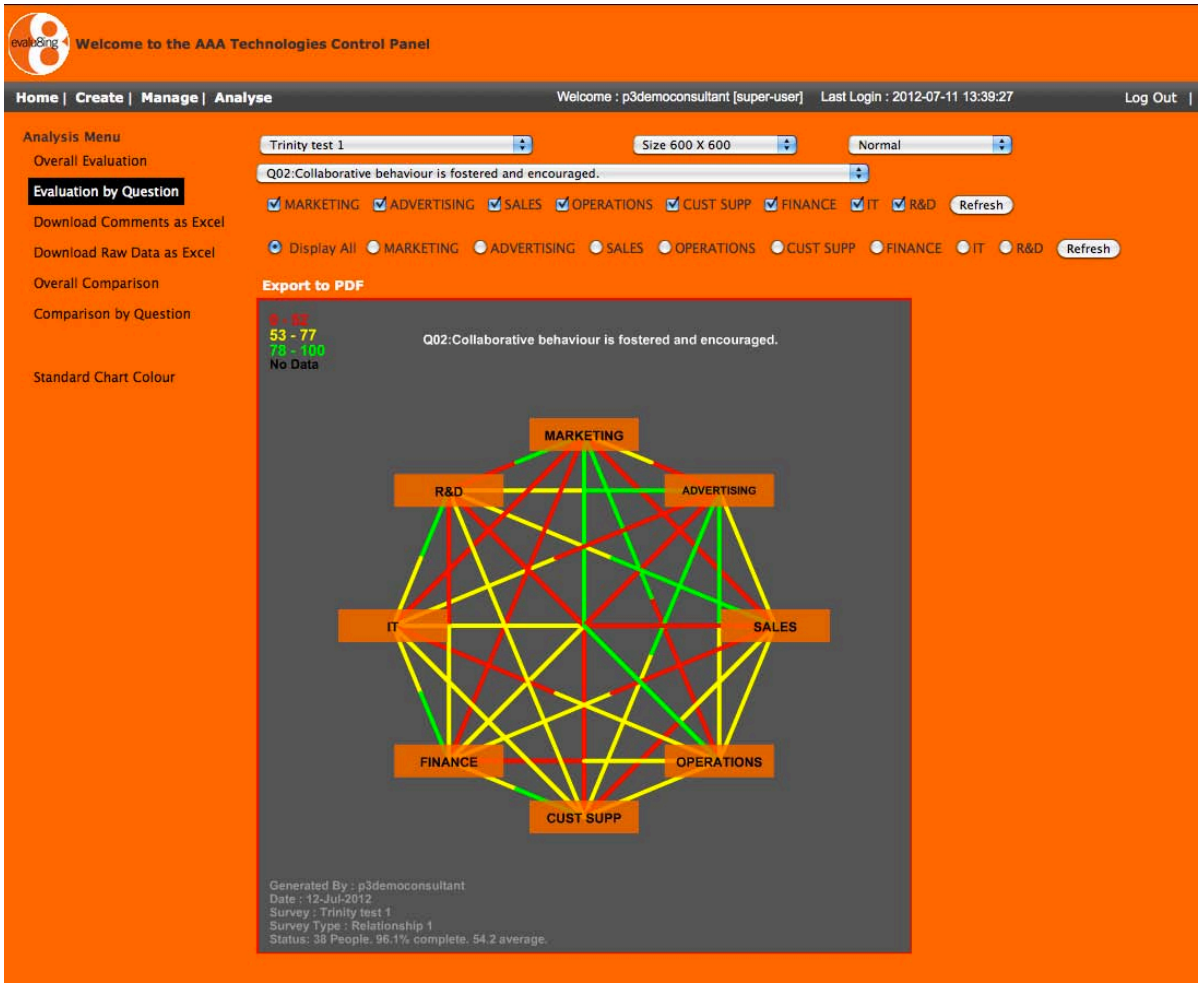
- Survey Results are provided in 3 formats:
  1.Comments
  2.Data
  3.Graphics.

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

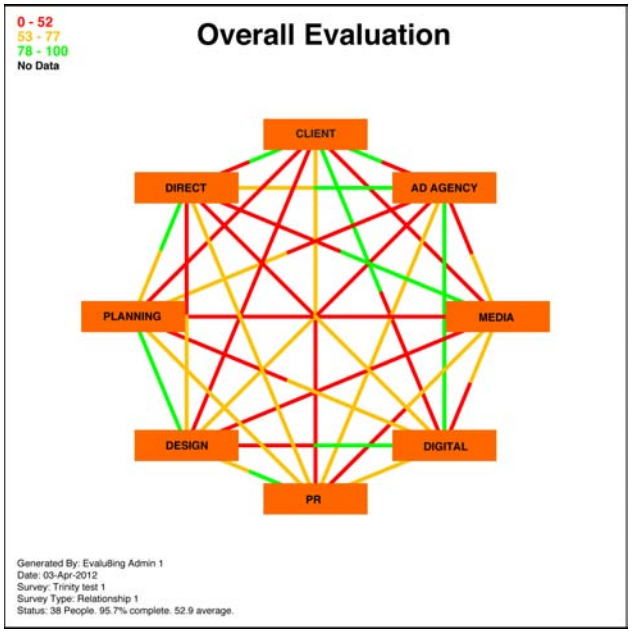
  COMMENTS - generate Comments download here

  DATA - generate Data download here

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



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					
Overall by Tar	[All]	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 r	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 v	78	75	67	79	77
Q17	You are encou	78	75	66	74	70
Q18	Timelines are	70	63	66	75	67
Q19	Provides origir	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

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	Collaboratiion 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 a
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 idea
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 demonst
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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