

Survey Dig Matrix



Deployment/ Communication Approach

Dates	Actions	Responsible	Communication
January – May 2016	Implementation with IT (Banner, Self-Service, Onestop) & System Set up	Nicole Roth / IT/ Survey Dig	February 2016 – Email and meetings to/with faculty and staff.
May – July 2016	Pilot Test in either Maymester and/or Summer I/II sessions	Nicole Roth / Survey Dig	April 2016 - Email and meetings to/with faculty, deans, chairs and college admins (Discovery Workshop).
August 2016	Edit/ Update any system settings, reporting features, etc. based on the pilot.	Nicole Roth / Survey Dig	August 2016 – Email, pre-semester calendar and meetings to/with faculty and staff. Provide open sessions and follow up meeting with college admins.
September 2016	Full production starting Fall 2016 This will include FCC I, FCCII, MC, Term A, Term B terms.	Nicole Roth / Survey Dig	September – December 2016 – provide open sessions for inquiries/training/ workshops for faculty, staff, students.