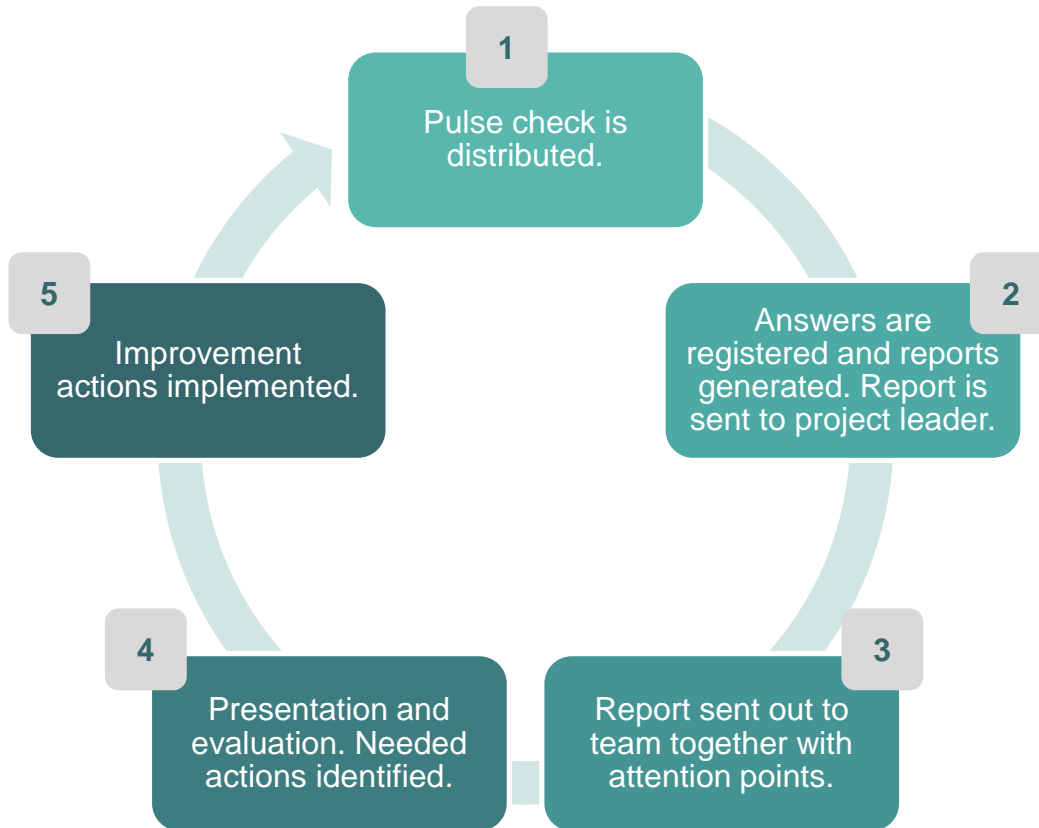




# Pulse check process to be implemented in the fixed project heartbeat



**1** Remember to inform team that Pulse Check will be sent out, and to underline the purpose and value-add of the questionnaire in order to enhance the number of respondents and to ensure buy-in.

**2** As project leader, be available for questions and thoughts regarding Pulse Check questions and application from project team.

**3** Team receives report together with the project leader's attention points (any particular low/high scores he or she thinks needs to be addressed). Team should also be encouraged to chip in with the attention points they believe should be addressed.

**4** Pulse check results are presented to the team. Team discusses alternative actions to be initiated to improve scores going forward. High impact actions selected.  
**NB!** Remember to follow-up on last months actions.

**5** Defined actions from the meeting is followed-up on by agreed responsible and implemented in-between monthly pulse check meetings.