Pulse check process to be implemented in the fixed project heartbeat

1. Pulse check is distributed.
2. Answers are registered and reports generated. Report is sent to project leader.
3. Report sent out to team together with attention points.
4. Presentation and evaluation. Needed actions identified.
5. Improvement actions implemented.

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.