**Sample Open Enrollment Timeline**

**Action Item Complete By Date Done!**

1. Finalize Open Enrollment dates \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_
2. Finalize materials \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_
3. Website Updated \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_
4. Finalize Communication Plan \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_
5. Finalize logistics for meetings in each building \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_
6. Identify what information is needed from various entities
	1. BCBSVT/VEHI \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_
	2. NEDD \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_
	3. Invest EAP \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_
	4. TPA for HRA/FSA/HSA \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_
	5. Other \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_
7. Plan for individual reach out as needed \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_
8. Documentation of process \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_
9. Follow up survey
	1. Survey developed \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_
	2. Distribution plan final \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_
	3. Distribute on \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_
	4. Collect on \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_
	5. Review results \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_
	6. Action plan developed based on results \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_