

## 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		
a. BCBSVT/VEHI	_____	_____
b. NEDD	_____	_____
c. Invest EAP	_____	_____
d. TPA for HRA/FSA/HSA	_____	_____
e. Other	_____	_____
7. Plan for individual reach out as needed	_____	_____
8. Documentation of process	_____	_____
9. Follow up survey		
a. Survey developed	_____	_____
b. Distribution plan final	_____	_____
c. Distribute on	_____	_____
d. Collect on	_____	_____
e. Review results	_____	_____
f. Action plan developed based on results	_____	_____