Steps involved		Using ImproveWell
Identify which audiences to involve in the initiative	→	Pre-launch workshop with ImproveWell Customer Success Team provides guidance on rollout, timelines, processes and launch materials
Confirm who will be responsible for leading the initiative	→	Comprehensive training and materials provided for key stakeholder groups by ImproveWell Customer Success Team
Confirm feedback method(s) (e.g. ideas, surveys, sentiment etc.)	→	Continued consultation with ImproveWell Customer Success Team to finalise feedback methods
Launch the initiative through the appropriate communication channels	→	Communication tips and templates provided by ImproveWell Customer Success Team
Capture feedback	→	Capture feedback from target audiences via the ImproveWell platform's idea hub, surveys, sentiment tracker and insights modules
Review feedback	→	Review, tag, categorise and prioritise feedback via the ImproveWell platform, chat about ideas, vote etc.
Evaluate	\rightarrow	Draw your conclusions and decide next steps
Close the feedback loop	→	Publish interactive improvement updates and upload PDF reports through the ImproveWell platform