



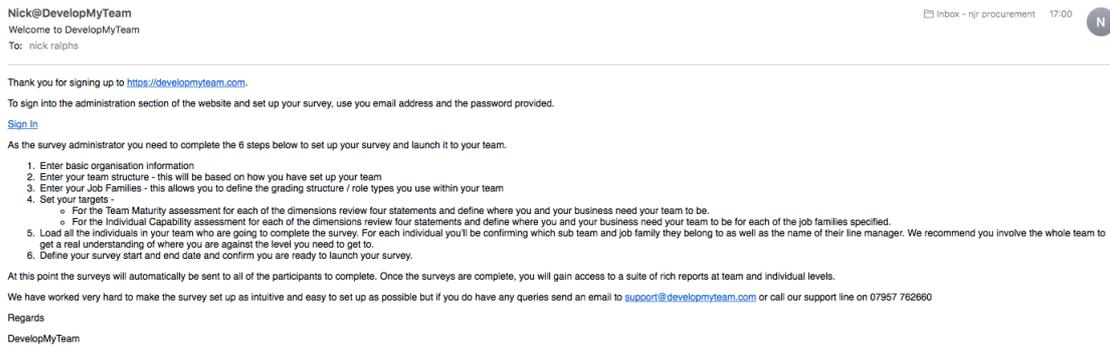
## TEAM ADMINISTRATOR GUIDANCE NOTE

When your team has signed up to DevelopMyTeam we will raise a unique user name and password for you (the teams administrator).

You will use these to log in to our platform and set up your surveys.

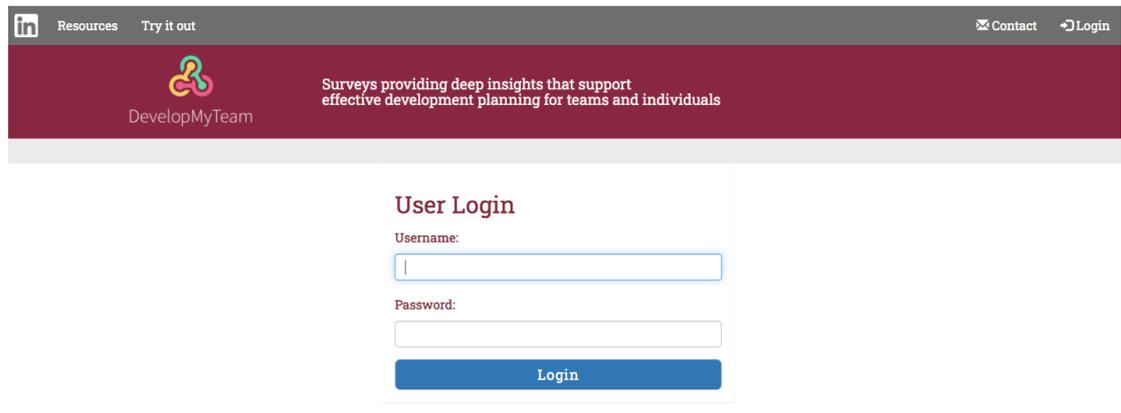
You will be sent an email with a link to the log in screen and a summary of the steps needed to set up the surveys. (See Figure 1)

### FIGURE 1



When you click on the link you will be taken to this screen (Figure 2).

### FIGURE 2



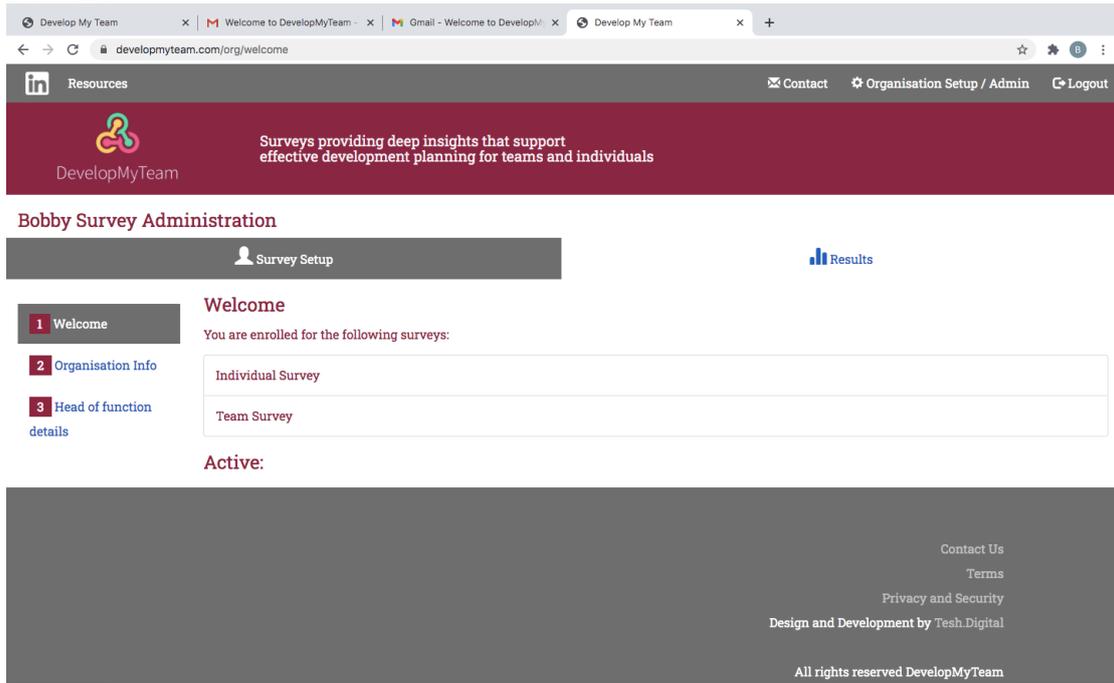
The user name will be your email address and the password will be provided separately.

You can also access this login screen by clicking on the login button on our home page [www.developmyteam.com](http://www.developmyteam.com)

Once signed in you will be presented with Figure 3. Please click complete sections 2 and 3. Make sure you click submit at the bottom of both pages.



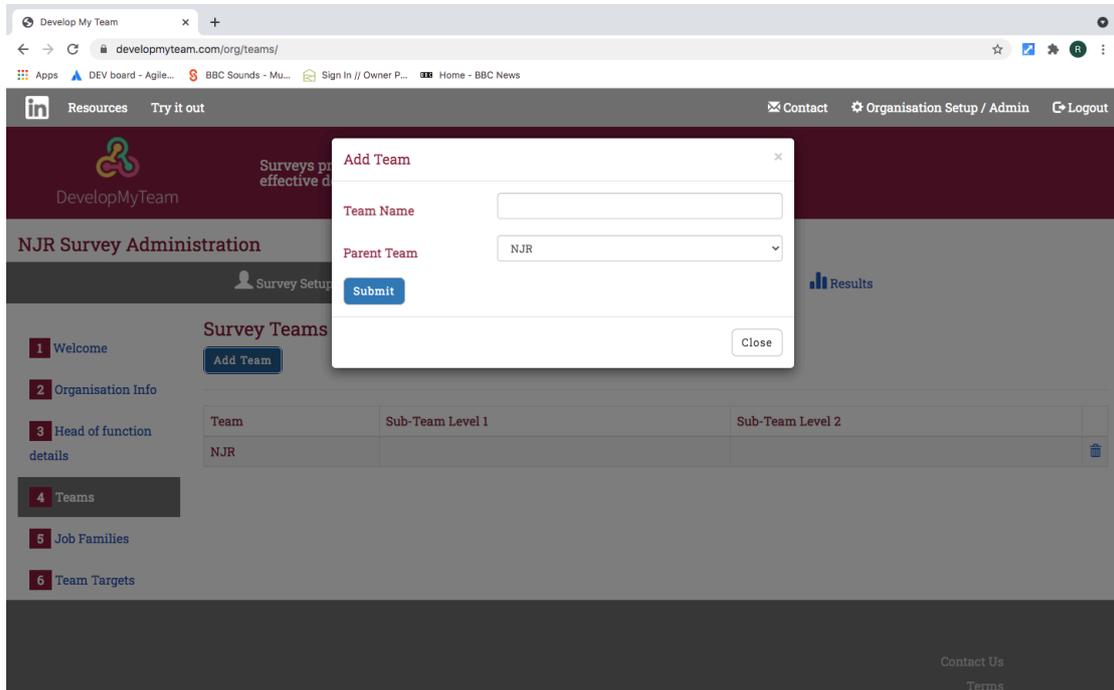
FIGURE 3



Once you have submitted these pages successfully sections 4-6 will automatically drop down. Click on section 4 to open up your Teams page. Then click Add Team to add each team in turn. Your view will be as shown in Figure 4.

Note these teams reflect your subteam structure. We recommend where necessary consolidating to a maximum of 7 teams to keep the graphs in the final reports legible. If you need to submit more teams than this we would recommend reviewing with your DevelopMyTeam contact.

FIGURE 4



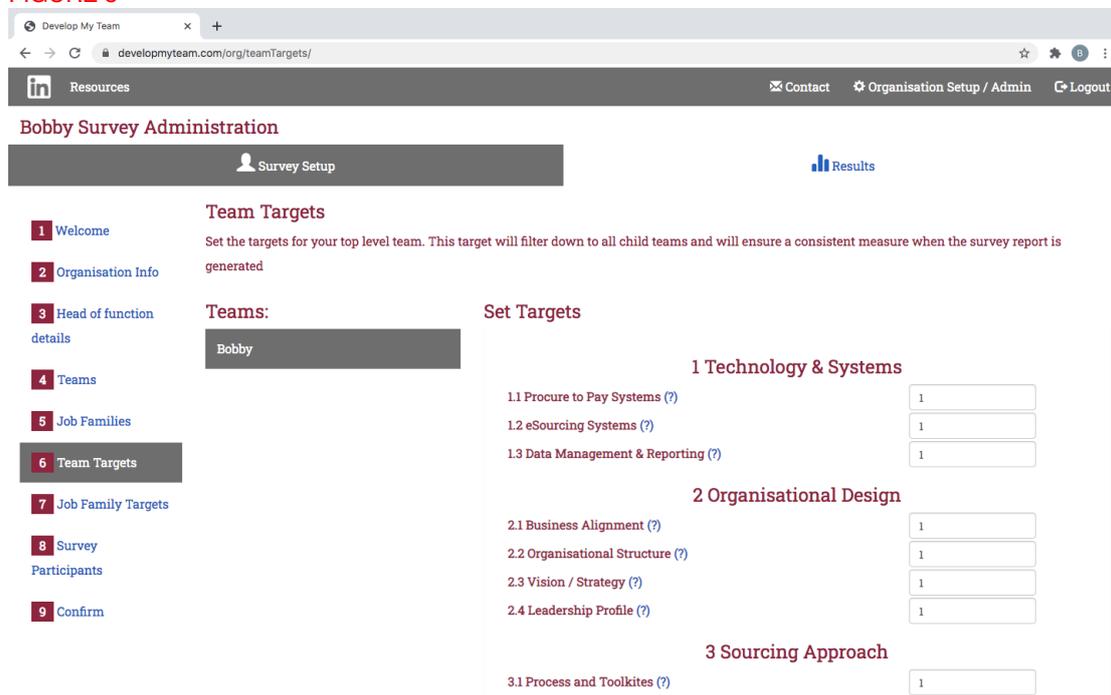
Once your teams are inputted follow exactly the same process in completing section 5 Job Families. This is where you input the different role types that you may have. For example in a traditional Procurement team it could be Buyer, Senior Buyer, Category Manager etc. The same point re numbers of role types applies.

Once you have submitted Job Families all of the sections up to and including the Confirm section will be in view.

The next task is to set the targets for the Team assessment and the Individual assessment. If your organisation has only signed up to one type of assessment only that assessment will be shown.

In our example you would first click on section 6 Team Targets and the team name Bobby. This then opens up the target setting boxes as shown in Figure 5. For each of the skills areas set the target by inputting the appropriate number in the boxes provided. If you click on the? next to any of the skills areas the level descriptors will be shown. You can also find the skill descriptors in the Resources – Interpreting Reports section of our website. These are password protected and we will provide the relevant passwords depending on the assessments you are using.

**FIGURE 5**



As there is only 1 team you will only need to set 1 target for the Team Survey. However when you then open up section 7 Job Family Targets you will see (Figure 6) the option to click on the number of teams you have established in section 5 Job Families. In this example we have clicked on Job Family Targets and then Buyer to set the targets for the Buyer role. Once we have completed that we then set the targets for the other role types – Senior Buyer.

FIGURE 6

Develop My Team

Resources Try it out

Contact Organisation Setup / Admin Logout

Surveys providing deep insights that support effective development planning for teams and individuals

### NJR Survey Administration

Survey Setup Results

- Welcome
- Organisation Info
- Head of function details
- Teams
- Job Families
- Team Targets
- Job Family Targets
- Survey Participants

#### Grade Targets

In this step, you can set the targets for each grade. The targets set in this step apply to the Individual Survey only.

Start by selecting the grade you wish to set the targets for and then at the side of each sub category, enter a value between and including 1-4. There is no submit button as it will update as you enter.

#### Set Job Families

Buyer

Senior Buyer

#### Set Targets

##### 1 Supplier Insight

1.1 Supplier/Market Intelligence (?) 1

1.2 Data Analysis and Management (?) 1

1.3 Sourcing / Category Strategies (?) 1

##### 2 Procurement Process

2.1 Contract Specification Development including KPIs and SLAs 1

Having set our targets we now need to add the participants into the platform. To do this click on section 8 Survey Participants and then Add Participant. This will open up the screen as in Figure 7 for you to add your first participant. When this is complete click Submit then Add Participant to add on your next participant. The Grade and Team sections will be drop downs based on the structure you inputted in sections 5 and 6.

FIGURE 7

Develop My Team

Resources

Contact Organisation Setup / Admin Logout

### Bobby Survey Administration

Survey Setup Results

- Welcome
- Organisation Info
- Head of function details
- Teams
- Job Families
- Team Targets
- Job Family Targets
- Survey Participants
- Confirm

#### Survey Users

Adding new Users [Go Back](#)

First name

Last name

Email Address @gmail.com

Grade Category Manager

Length of service in years Less than 2 years

Team Marketing

Line Manager Bobby Ralphs

Is member of leadership?

Is Line Manager?

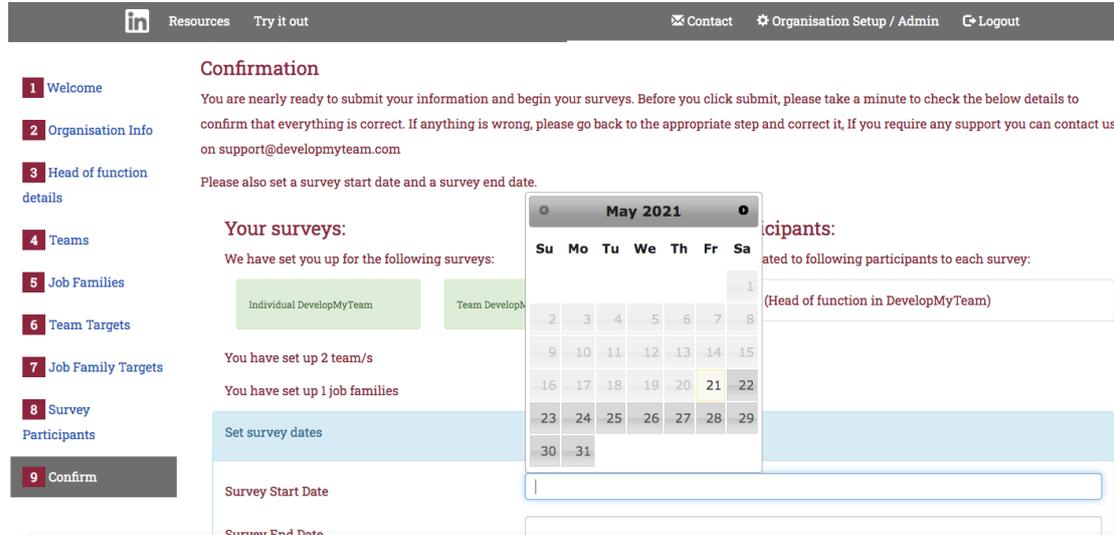
Submit



Please note it is important to be accurate in inputting email addresses in particular. Whilst we can correct mistakes after the surveys have been released it requires manual work arounds.

Once you have inputted all participants click on the Confirm section 9 and use the calendar to input your survey start and end dates. See Figure 8

**FIGURE 8**



Once you click submit on the confirmation page emails to the assessments will be sent to all participants. The process for participants is described in Guidance Notes – Individual.

### **Key Points To Confirm To Participants**

If your team is participating in two types of survey (team and individual) they will receive 2 links in the email and need to click on them separately to complete both assessments. The password will be the same for both and is contained within your welcome email.

If you do input an incorrect email address you can subsequently go in and edit the participants address. However if this is done after survey release the participant will not receive a second email. You will need to contact your DevelopMyTeam contact who will manually forward the original email to the correct email address.

Currently we do not have a save the page feature, as we choose not to store in progress data on our own servers. Whilst we have set the relevant cookies to persist for one month we are in the hands of our clients settings. For this reason we recommend that participants ensure they have sufficient time to complete the assessment in one visit.

### **MONITORING PROGRESS**

Once the survey is underway you can monitor completion progress by logging in and clicking on Organisation Set Up / Admin in the grey bar at the top of the page. There are 2 views available ; Survey Set Up and Results. You will automatically land in Survey Set Up Summary where an overview of who has or hasn't completed their surveys can be seen as per Figure 9

FIGURE 9

Resources Try it out Contact Organisation Setup / Admin Logout

Survey Setup Results

1 Summary

2 Head of function details

3 Survey Participants

### Welcome

You are enrolled for the following surveys:

- Individual Survey
- Team Survey

**Active:**

- individual Test Bulk Survey - (4/4) - Ends: May 20, 2021 Change End Date
- team Test Bulk Survey - (5/5) - Ends: May 20, 2021 Change End Date

### Survey Progress

individual Test Bulk Survey		
User	Self Complete	L/M Complete
Albert Wetzel	yes	yes
Harold Viator	yes	yes

team Test Bulk Survey	
User	Self Complete
Albert Wetzel	yes
Harold Viator	yes

Note if you click on Survey Participants to the left of the Survey Set Up screen you will find an editable list of participants which you could use to edit any incorrect information although note the point above about changes post survey launch. This page also has Search functionality. Whilst you may wish to circulate chase emails from time to time the platform automatically sends out reminder emails to non completers 5 and 2 days before the survey close date.

## REPORTS

Samples of the reports issued can be seen in the Resources – Sample Reports section of the DevelopMyTeam website.

Generating the original team level reports the day after your survey has closed is done by going to the Reports section of the Results page and clicking Get Report as seen in Figure 10. Once you have initially generated the report you can log in in future and Download the report or Regenerate Report.

Personal reports for organisations completing the Individual Survey will be emailed to all participants the day after the survey close date.

FIGURE 10

Resources Try it out Contact Organisation Setup / Admin Logout

DevelopMyTeam Surveys providing deep insights that support effective development planning for teams and individuals

Test 5 Survey Administration

Survey Setup Results

1 Reports 2 Data

### Survey Reports

Here you can download any reports for completed surveys. Please do not refresh the page whilst the reports are loading and also ensure you save the report once generated.

#### Test Bulk Survey (team) team

[Download Report](#) 21 May 2021 to 21 May 2021

[Regenerate Report](#) Last Generated: 21 May 2021

Responses: 5/5

#### Test Bulk Survey (individual) individual

21 May 2021 to 21 May 2021

Responses: 4/4

[Get Report](#)

DevelopMyTeam

All of the data points recorded during the survey/s can be accessed by going into the Data section of the Results page. There is a Search facility which allows searches by Participant, Category and Sub Category.