



SUNY360 Project Questionnaire

Thank you for your interest in utilizing the SUNY360 Leadership Skills Inventory. Please complete the following questionnaire so that SUNY SAIL Institute can assist and set up your project.

Contact Information

1. Campus:
2. Main Contact Person's Name:
3. Email:
4. Phone:

360 Project Timeline

Notes: It is recommended to keep a project open approximately 3-4 weeks total to allow enough time to collect feedback from raters.

Orientations (30 minutes – virtual) will be scheduled for a date coinciding with a project start date.

SAIL offers an optional 90 minute debrief session (90 minutes - virtual, \$500) one to two days after a project has ended.

SAIL works to schedule and accommodate campus timeframes/dates; however dates are not considered final until an agreement is fully executed.

1. Anticipated Project **Start Date**:
What dates/times would work for the orientation:
2. Anticipated Project **End Date/Timeframe**:
Would you like to work with SAIL to facilitate a debrief session?
If so, what dates/times would work for the debrief:
Most sessions are conducted virtual. Is this a request for in-person debrief?

Project Details:

1. Please share details about the team participating in the project (i.e., is this the President's Cabinet? Campus Deans? a leadership team? etc.)
2. Total # of People Anticipated to Participate (Reports cost \$150/SUNY employee):
Use the Excel form (360 Targets and Raters - Upload) on the SAIL website to complete with the names and email addresses of the participating targets. Submit the Excel form along with this questionnaire to Leadership@suny.edu
3. Will a designated person be pre-approving the rater list, or will participating targets self-select their raters?
Note: If the rater list will be pre-approved, complete tab 2 in the 360 Targets and Raters - Upload Excel document to add and upload the approved raters into the system.
4. Will the Campus President be involved in this project? Yes No
 - a. If yes, in what ways? (i.e., approve the rater list for the participating targets, they will also have a 360 done, etc.)
5. Will you be using the [standard questions](#)?
If customizations to the questions or rater categories are requested, please indicate these changes on this form:

Additional comments about the project:



Thank you for completing this questionnaire. SUNY SAIL will review your submission and reach out to the contact listed to finalize these details. The contact person listed above will be sent a statement of work outlining project details to be considered and approved before the project is launched.