SHIFT Index process 2010/2011

May/June 2010	Online log-in details provided to members	The on-line survey consists of set questions on the environmental performance of members in four areas: strategy and management, offices, new build and existing homes.
Six weeks	Support for completing the survey (via phone or e-mail)	Members have six weeks to complete the survey, gather and upload supporting evidence. Advice and support will be available during this time.
June 2010	Deadline for submission of the survey	The completed survey must be submitted to Sustainable Homes along with supporting information.
DATA ANALYSIS **June to September**	Submission reviews and meetings with members	Each submission is reviewed for consistency, completeness and accuracy. A meeting will be arranged with each member to check and discuss their submission. A further two weeks will then be allowed for additional submissions.
October to December	Data and info analysis	Data and qualitative information will be analysed to identify key issues of interest for the sector and decision and policy makers.
January 2011	Bespoke feedback report	Each member will receive an in-depth feedback report highlighting strengths and weaknesses and making suggestions for improvements. The report will include benchmarking comparisons in each area.
January 2011	**Official launch and press coverage of SHIFT ratings**	Platinum, Gold, Silver, Bronze and Associate SHIFT ratings will be launched with an official announcement in Inside Housing, advertising and national press releases.

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