

Statement of Work

Hybrid Work Culture



Employee Interview and Survey Program for Hybrid Plan

Date		Contact Email	
CLIENT		Contact Phone	
Contact Name		Client Website	

Project Title: Employee Feedback and Sentiment Analysis for Hybrid Work Culture

Purpose and Objective

The purpose of this project is to collect valuable employee feedback regarding their experiences in working in a hybrid or remote environment. This information will be gathered through confidential one-on-one interviews and a comprehensive, hybrid-specific survey. The objective is to provide findings to be presented to management, highlighting areas for improvement to support the company's hybrid work strategy.

This Statement of Work (SOW) is between CLIENT and Chris Sidner, Hybrid Work Culture.

Scope of Work

- The project includes individual interviews with selected employees and a survey distributed to all participants. A detailed results document will outline findings and recommendations.
- The Client will identify 10-12 employees for 30-minute one-on-one interviews, consistent with the hybrid-specific survey.
- Participants may consist of a single team or individuals from various departments, as determined by the Client.
- Interview scheduling will accommodate the availability and time zones of participants.
- A preliminary group meeting will be held before commencing one-on-one interviews.
- Surveys will be conducted after all one-on-one interviews are completed.
- All interviews will be conducted virtually, and the survey will be distributed via email with guarantees of anonymity.
- All personal feedback will be confidential and handled following applicable privacy laws.

One-On-One Interviews

Confidential interviews will be conducted via a mutually agreed-upon video communication platform (such as Zoom, GoToMeeting, or Microsoft Teams) with the preferred platform being Zoom. Interviews will be semi-structured, allowing flexibility based on participant responses. Establishing trust is vital for obtaining candid insights not typically accessible through internal methods. One-on-one format can allow for candid responses not otherwise offered and participants will be informed that specific comments may be summarized with others' feedback to further ensure their confidentiality.

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Hybrid-Centric Survey

The survey will encompass twelve categories with an optional open narrative section for each category, including:

Hybrid Environment	Feedback and Recognition	Technology and Tools
Work-Life Balance	Communication	Career Development
Company Culture	Collaboration	Overall Satisfaction
Leadership and Management	Productivity	Future Preferences

Deliverables

The final deliverable will be a report (in PDF format) that includes:

- Summaries of the one-on-one interviews
- Graphical representations of survey results organized by category
- Summaries of open narrative responses

The results will be presented to management in a virtual meeting, with the report shared in advance.

Timeline

The total duration for conducting interviews, administering the survey, and delivering the report is anticipated to be 4-6 weeks, contingent on client availability. Status reports will be available upon client request.

Confidentiality

The integrity of the interviews and surveys rely on third-party confidentiality. Participants are more likely to provide honest and open feedback in confidential settings. Results will be communicated in general terms only, honoring any requests to keep specific comments confidential. Maintaining trust is essential for collecting useful feedback that benefits the client.

Confidentiality Clause

We will not share, disclose or sell interview and survey responses to anyone other than the client. Responses to be used solely for reporting back to the client general sentiment feedback, input and thoughts of the respondents gathered from one-on-one interviews and surveys. Survey Monkey's survey software platform will be used for the survey. Survey Monkey does not share information or data with outside companies and their comprehensive privacy policy can be found here:

<https://www.surveymonkey.com/mp/legal/privacy/>

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Acceptance Criteria

The project will be deemed complete when the final results document is delivered, and a virtual presentation of the results has occurred. The final document will contain summaries of interviews, survey findings, and any actionable recommendations.

Payment Terms

Total Project Fee: \$8,500.

Payment Schedule:

- 50% (\$4,250) due upon signing of this SOW by both parties
- Remaining 50% (\$4,250) due upon project completion or within 60 days of the first invoice date in case of client-exercise delay.

Payments are due within 30 days from the invoice dates. No additional fees or expenses are anticipated. Invoices will be sent via email (PDF format). Fees are valid for 30 days from authorization. Payments can be made via bank transfer, check or PayPal.

Authorization

This agreement is between the undersigned client and Chris Sidner, Hybrid Work Culture. The effective date is the date of the second signature.

Number of individuals selected for one-on-one interviews and survey: 12 Initial

CLIENT	
Name	
Title	
Signature	
Date	

HYBRID WORK CULTURE	
Name	
Title	
Signature	
Date	