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| **Welcome to NASA Digital Workplace survey.**    **Context**  Through this survey, NASA in conjunction with **Gartner** is focusing on understanding the end user perspective on Digital Workplace and alignment to the Agency mission and key objectives.  **Completion**  • The survey should take no more than 20 minutes to complete. • All questions are mandatory, but there are some options such as ‘Other’ to use if required.  • At the end of the survey, there is a section to add relevant comments should you wish to elaborate on your response.  **Support**  If you have any questions regarding the survey, please do not hesitate to contact the NASA Rep (Mike Powers at [michael.l.powers@nasa.gov](mailto:michael.l.powers@nasa.gov))  ***Paperwork Reduction Act Statement:*** *This information collection meets the requirements of 44 U.S.C 3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget control number. The OMB control number for this information collection is 2700-153 and it expires on 09/30/2021. We estimate that it will take about 20 minutes to read the instructions, gather the facts, and answer the questions. You may send comments on our time estimate above to Mike Powers (*[*michael.l.powers@nasa.gov*](mailto:michael.l.powers@nasa.gov)*). Send only comments relating to our time estimate to this address.* |
| **Demographics and Organization Structure**   |  | | --- | | Are you a NASA Federal Employee or a Contractor? | | Answer Choices | | NASA Federal Employee  Contractor |  |  | | --- | | For your work at NASA, do you use NASA provided equipment, tools, or technology (e.g., devices, tablets, email, productivity tools) | | Answer Choices | | Yes  No |   Q1. Identify the Directorate you report into? |
| Answer Choices |
| Human Exploration and Operations Directorate  Aeronautics Research Mission Directorate  Mission Support Directorate  Science Mission Directorate  Space Technology Mission Directorate |
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| Q2. Identify the Center you are aligned to? |
| Answer Choices |
| Ames Research Center  Armstrong Flight Research Center  Glenn Research Center  Goddard Space Flight Center  Johnson Space Center  Kennedy Space Center  Langley Research Center  Marshall Space Flight Center  NASA Engineering and Safety Center  NASA Safety Center  NASA Shared Services Center  Stennis Space Center  Center outside the US  Other |

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| Q3. What is your job position? |
| Answer Choices |
| Professional, Engineering, and Scientific  Administrative and Management  Clerical and Administrative Support  Technical and Medical Support |

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| Q3. What is your job position? |
| Answer Choices |
| If ‘Professional, Engineering, and Scientific’ is selected, the following options will be displayed:  Accounting  Aerospace Engineering  Biology  Computer Engineering  Computer Science  General Engineering  Meteorology  If ‘Administrative and Management’ is selected, the following options will be displayed:  Administrative Specialist  Budget Analyst  Contract Specialist  Information Technology Specialist  Public Affairs Specialist  If ‘Clerical and Administrative Support’ is selected, the following options will be displayed:  Accounting Technician  Clerk-Typist  Management Assistant  Office Automation Clerk  Procurement Clerk  Secretary  If ‘Technical and Medical Support’ is selected, the following options will be selected:  Electronics Technician  Engineering Technician  Meteorological Technician  If ‘Pathway Programs’ is selected, the following options will be selected:  Internship Employment Program (IEP)  Recent Graduates Program (RGP)  Presidential Management Fellows (PMF) Program |

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| Q4. Which of the following represents your overall relevant professional work experience? |
| Answer Choices |
| New (less than 3 years) |
| 3 – 6 |
| 7 – 10 |
| 11 – 20 |
| 21 – 30 |
| 31 - 40 |

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| **Collaboration Preferences**  Q5. How much time on average per week do you spend on the following?  (Enter approximate % distribution)? |
| Answer Choices |
| Working Alone |
| In Person Meetings |
| Virtual Meetings (Teleconference, Video / Audio Conference) |

Total percentage will add up to 100

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| Q6. How much time on average per week do you spend on the following? (Enter approximate % distribution of time spent on meetings) |
| Answer Choices |
| |  | | --- | | Agenda meetings – Scheduled meetings to discuss an agenda and track activities (e.g. project and/or work plan meetings) | |
| |  | | --- | | Recurring meetings – recurring meetings to track plan and activities (e.g. project meetings, 1-on-1 meetings) | |
| |  | | --- | | Team Meetings – Recurring meetings to formally communicate organizational news and announcements (e.g. Town Halls etc.) | |
| |  | | --- | | Ad-hoc meetings – spontaneous meetings arranged on short notice | |

Total percentage will add up to 100

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| **Primary Function**  Q7. Which activities reflect your top 3 primary job responsibilities? Please assign a rank based on the relative importance of the responsibilities. |
| Answer Choices |
| |  | | --- | | I use data in reports and generate charts using data sets. | | I work on data and analytics based reports and present data visualizations using multiple data sets, sometimes unstructured. | |
| |  | | --- | | I manage projects, assign and track tasks | | I coordinate activities across teams in different directorates or locations | |
| |  | | --- | | I make decisions that direct mission/operations across the enterprise or directorate-level | | I work directly with external parties, such as vendors or third-party providers | |
| |  | | --- | | I use data in reports and generate charts using data sets. | | I work on data and analytics based reports and present data visualizations using multiple data sets, sometimes unstructured. | |

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| **Collaboration Tools**  Q8. How often you use the following workplace tools and technology for collaboration, based on frequency.  (Constantly: Everyday; Frequently: > 3 times a week; Sometimes:1 - 2 times a week; Infrequently: < 1 time a week) |
| Answer Choices |
| MS Outlook  Skype / MS Teams  Google Suite (G Chat, Sheets, etc.)  Microsoft Word/PowerPoint/Excel  SharePoint  Enterprise Social (e.g., Yammer, Jive, Delve, Sway)  NASA Box  Slack  MS OneDrive  Power BI  OneNote  Cisco WebEx  Other Cloud Content Collaboration Tools (e.g., Drop Box, Google Drive)  Others\* |

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| Q8A. Please specify which tool(s) and why |
| Free textbox for response |
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| Q9. Rank the statement that most accurately reflect your work style from the answer choices provided below: |
| Answer Choices |
| I usually develop my work and require minimal collaboration  I need to first develop my work products independently, and then have others provide feedback asynchronously (not in real time, i.e., via email)  I first develop my work products independently, and then have others provide feedback in real-time (i.e., in person meetings, video conferencing, over the phone, chat)  I co-create with others in real-time (i.e., in person meetings, video conferencing, over the phone, chat)  I require offline access to do my work  I read or consume content |

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| **Workplace Culture**  Q10. Please indicate the degree to which you agree with the following statements as they relate to your perception across NASA |
| Answer Choices |
| NASA provides a continuous learning and development environment to employees (e.g. training and coaching on Agile and DevOps).  There is a high degree of transparency of data across NASA, enabled by tools and processes.  Opportunities to collaborate across teams and divisions are encouraged and sought continuously.  Employees are empowered to make decisions quickly.  NASA fosters innovation and understands failure is a learning opportunity.  There is an observable culture of ownership across NASA, where individuals and teams feel directly responsible for results.  NASA bases decisions on data and facts in every aspect of the business, rather than on intuition.  Employees are supported in trying new things to achieve tasks or improve day to day operations.  Employees feel comfortable sharing contrarian views and trust they will be constructively received by NASA. |

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| **Location and Access to Information**  Q11. Where do you mostly do your work?  (Constantly: Everyday; Frequently: > 3 times a week; Sometimes:1 - 2 times a week; Infrequently: < 1 time a week) |
| Answer Choices |
| |  | | --- | | At my assigned in-office workspace | |
| |  | | --- | | In a different location in the office (e.g., conference room, hoteling space) | |
| |  | | --- | | At home | | On the Road (i.e., at a vendor or customer site, or public place)  Onsite at a Lab, Production, or Testing Facility | |

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| Q12. Please indicate how often you access the following information.  (Constantly: Everyday; Frequently: > 3 times a week; Sometimes:1 - 2 times a week; Infrequently: < 1 time a week) |
| Answer Choices |
| Unrestricted  Export Controlled Information  Attorney-Client Privileged Information and/or Attorney Work Product  Protected Information  Personal Information  Third Party Proprietary Information  Organizational Conflict of Interest  For Official Use Only (FOUO)  Classified |

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| **Digital Dexterity**  Q13. How strongly do you agree with the following statements (Strongly Agree, Agree, Disagree, Strongly Disagree, No Opinion/Not Relevant) |
| Answer Choices |
| I consistently use technology to augment my personal tasks and activities at work  I am willing to take on additional responsibilities to support adoption of new tools and technologies at work  I believe that being proficient in digital tools and technologies is critical to career advancement  I believe that an organization must become more digital to be more effective  I see myself as an early adopter and risk taker when it comes to new technologies and tools at work  I use my own social or internal network to make others aware of new technology available in my organization |

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| Q14. How strongly do you agree with the following statements (Strongly Agree, Agree, Disagree, Strongly Disagree, No Opinion/Not Relevant) |
| Answer Choices |
| I am very comfortable working on initiatives with unclear / undefined expectations  I often work in an iterative way  With the right tools I can work from anywhere  I interact with people across my organization to advance our use of digital tools  I identify and communicate where technology can be used to help improve operations within my business area, department, or team  I work within NASA policies to look for new technologies for my job |

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| Q15. Please indicate how likely you are to use the following collaboration capabilities if they were available to you. Please include capabilities that you currently use and would continue using  (Constantly: Everyday; Frequently: > 3 times a week; Sometimes:1 - 2 times a week; Infrequently: < 1 time a week) |
| Answer Choices |
| Ability to edit documents simultaneously with other colleagues  Ability to find NASA resources and information more easily  Ability to hold a video conference with colleagues  Ability to search across all enterprise tools for content and documentation  Ability to share your screen with others in the office  Ability to work offline (ie: not connect to the internet)  Ability to screenshare and chat with outside organizations (e.g., academia, suppliers, partners)  Ability to collaborate across Directorates  Ability to visualize and manipulate data, and conduct advanced analytics |

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| Q16. Which of the following Use Cases apply to you when thinking about how you conduct your daily tasks? (Please check all that apply) |
| Answer Choices |
| Require the use of touchscreen functionality for collaboration (digital whiteboard), annotation (office productivity and note taking), and/or visualization (3D modeling).      Telework and need to have a sustainable environment aligned to the required security and compliance restrictions in place.    Need to maintain seamless integration with NASA applications no matter where I work or travel (domestic and international).    Utilize a wearable device such as smart watch, on body camera/sensors, etc. to complete my work.    Ability to rapidly complete work orders without revisiting my workstation using a mobile enabled device.  I work in a Sensitive Compartmented Information Facility |

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| **Additional Feedback and Comments**  Q17. **Please provide any additional feedback or ideas for improvement in workplace technology.** |
| Free textbox for response |