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)

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

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

Q3. What is your job position?

Answer Choices

Professional, Engineering, and Scientific
Administrative and Management
Clerical and Administrative Support
Technical and Medical Support

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

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

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

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

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.

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*

Q8A. Please specify which tool(s) and why

Free textbox for response

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

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.

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

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

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

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

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

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

Additional Feedback and Comments

Q17. Please provide any additional feedback or ideas for improvement in workplace technology.

Free textbox for response