NASA Digital Workplace Survey

Progress 10%

Introduction

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)

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Demographics and Organisation Structure

1. Identify the Directorate you report into?

<Please Select...>

<Please Select...>
Human Exploration and Operations Directorate
Aeronautics Research Mission Directorate
Mission Support Directorate
Science Mission Directorate
Space Technology Mission Directorate

2. Identify the Center you are aligned to?

<Please Select...> ▼

- <Please Select...>
- Ames Research Center
- Armstrong Flight Research Center
- Glen 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
- Others

3. What is your job position?

- ● Professional, Engineering, and Scientific
- ○ Administrative and Management
- ○ Clerical and Administrative Support
- ○ Technical and Medical Support
- ○ Pathway Programs

Professional, Engineering, and Scientific

<Please Select..> ▼

- <Please Select..>
- Accounting
- Aerospace Engineering
- Biology
- Computer Engineering
- Computer Science
- General Engineering
- Meteorology

owing represents your overall relevant professional work experience ?

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3. What is your job position?

- ○ Professional, Engineering, and Scientific
- ● Administrative and Management
- ○ Clerical and Administrative Support
- ○ Technical and Medical Support
- ○ Pathway Programs

Administrative and Management

<Please Select..> ▼

- <Please Select..>
- Administrative Specialist
- Budget Analyst
- Contract Specialist
- Information Technology Specialist
- Public Affairs Specialist

epresents your overall relevant professional work experience ?

3. What is your job position?

- ○ Professional, Engineering, and Scientific
- ○ Administrative and Management
- ● Clerical and Administrative Support
- ○ Technical and Medical Support
- ○ Pathway Programs

Clerical and Administrative Support

<Please Select..> ▼
<Please Select..>
Accounting Technician
Clerk-Typist
Management Assistant
Office Automation Clerk
Procurement Clerk
Secretary

...wing represents your overall relevant professional work experience ?

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3. What is your job position?

- ○ Professional, Engineering, and Scientific
- ○ Administrative and Management
- ○ Clerical and Administrative Support
- ● Technical and Medical Support
- ○ Pathway Programs

Technical and Medical Support

<Please Select..> ▼
<Please Select..>
Electronics Technician
Engineering Technician
Meteorological Technician

...wing represents your overall relevant professional work experience ?

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3. What is your job position?

- ○ Professional, Engineering, and Scientific
- ○ Administrative and Management
- ○ Clerical and Administrative Support
- ○ Technical and Medical Support
- ● Pathway Programs

Pathway Programs

<Please Select..> ▼
<Please Select..>
Internship Employment Program (IEP)
Recent Graduates Program (RGP)
Presidential Management Fellows (PMF) Program

...your overall relevant professional work experience ?

4. Which of the following represents your overall relevant professional work experience ?

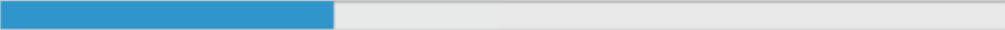- ○ New (less than 3 years)
- ○ 3 – 6
- ○ 7 – 10
- ○ 11 – 20
- ○ 21 – 30
- ○ 31 - 40

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Collaboration Preferences

5. How much time on average per week do you spend on the following?
(Enter approximate % distribution)

	Percentage
Working Alone	
In Person Meetings	
Virtual Meetings (Teleconference, Video / Audio Conference)	
Total	**0 / 100**

6. How much time on average per week do you spend on the following?
(Enter approximate % distribution of time spent on meetings)

	Percentage
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	
Informal catch-ups – meetings during lunch, water cooler, or coffee breaks	
Total	**0 / 100**

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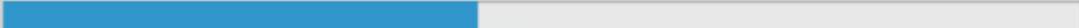
Primary Function

7.Which activities reflect your top 3 primary job responsibilities? Please assign a rank based on relative importance of the responsibilities.

Unranked Choices	Ranked Choices
I create and edit documents and presentations	No Items Ranked
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 business at the enterprise- or directorate-level	
I work directly with external parties, such as vendors or third-party providers	

Collaboration and Technology

8. How frequently do you use workplace technology for the following workplace activities?
(Constantly: Everyday; Frequently: > 3 times a week; Sometimes:1 - 2 times a week; Infrequently: < 1 time a week)

	Constantly	Frequently	Sometimes	Infrequently	Never
Collaboration (e.g., brainstorming, working simultaneously in a file)	○	○	○	○	○
Communication (e.g., email, Instant Messaging, Audio, Video)	○	○	○	○	○
Meetings (e.g., virtually/online, scheduling, sharing notes, screen sharing, etc.)	○	○	○	○	○
Document creation and management (e.g., easily maintaining document versions, document access management, etc.)	○	○	○	○	○
Planning (e.g., planning projects, assigning tasks, managing & tracking schedules,)	○	○	○	○	○
Analysis & Reporting (e.g., visualize data, identify trends, etc.)	○	○	○	○	○
Finding information (e.g., documents, expertise, etc.).	○	○	○	○	○

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Collaboration Tools

9. 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)

	Constantly	Frequently	Sometimes	Infrequently	Never
MS Outlook	○	○	○	○	○
Skype / MS Teams	○	○	○	○	○
Google Suite (G Chat, Sheets, etc.)	○	○	○	○	○
Alfresco	○	○	○	○	○
SharePoint	○	○	○	○	○
Yammer	○	○	○	○	○

	Constantly	Frequently	Sometimes	Infrequently	Never
MS OneDrive	○	○	○	○	○
Power BI	○	○	○	○	○
OneNote	○	○	○	○	○
Cisco WebEx	○	○	○	○	○
Others*	○	○	○	⦿	○

9.A. Please specify which tool(s) and why

10. Choose the most frequent work-style that you commonly use while collaborating on content creation?

○ When I work, I usually develop my work and require minimal collaboration

○ When I work, I need to first develop my work products independently, and then have others provide feedback asynchronously (not in real time, i.e., via email)

○ When I work, 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)

○ When I work, I co-create with others in real-time (i.e., in person meetings, video conferencing, over the phone, chat)

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Workplace Culture

11. Please indicate the degree to which you agree with the following statements as they relate to your perception across NASA.

	Strongly Agree	Agree	Disagree	Strongly Disagree	No Opinion/Not Relevant
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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NASA Digital Workplace Survey

Location and Access to Information

12. 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)

	Constantly	Frequently	Sometimes	Infrequently	Never
At my assigned in-office workspace	○	○	○	○	○
In a different room at the office (e.g., conference room)	○	○	○	○	○
At home	○	○	○	○	○
On the Road (i.e., at a vendor or customer site, or public place)	○	○	○	○	○
Onsite at a Lab or Testing Facility	○	○	○	○	○

13. 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)

	Constantly	Frequently	Sometimes	Infrequently	Never
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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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

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	Constantly	Frequently	Sometimes	Infrequently	Never
At my assigned in-office workspace	○	○	○	○	○
In a different room at the office (e.g., conference room)	○	○	○	○	○
At home	○	○	○	○	○
On the Road (i.e., at a vendor or customer site, or public place)	○	○	○	○	○
Onsite at a Lab or Testing Facility	○	○	○	○	○

13. 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)

	Constantly	Frequently	Sometimes	Infrequently	Never
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

14. How strongly do you agree with the following statements?

	Strongly Agree	Agree	Disagree	Strongly Disagree	No Opinion/Not Relevant
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	○	○	○	○	○

15. How strongly do you agree with the following statements?

	Strongly Agree	Agree	Disagree	Strongly Disagree	No Opinion/Not Relevant
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	○	○	○	○	○

16. 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)

	Constantly	Frequently	Sometimes	Infrequently	Never
Ability to crowdsource content	○	○	○	○	○
Ability to post various types of content	○	○	○	○	○
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 choose to be notified of changes, edits or comments on a document being edited	○	○	○	○	○
Ability to comment on all content on the NASA intranet or other content sharing site	○	○	○	○	○
Ability to share your screen with others in the office	○	○	○	○	○

17. Which of the following Use Cases apply to you when thinking about how you conduct your daily tasks?
(Please check all that apply)

☐ Require the use of touchscreen functionality for collaboration (digital whiteboard), annotation (office productivity and note taking), and/or visualization (3D modeling).

☐ Regularly visit the shop floor for status/issue resolution and need access to my desktop applications to maintain/shorten cycle time.

☐ 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 multiple wearable device such as smart watch, on body camera/sensors to complete my work.

☐ Ability to rapidly complete work orders without revisiting my workstation using a mobile enabled device.

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Additional Feedback and Comments

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

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Thank you for completing this survey.