

## Burden Disclosure

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### Introduction:

This survey asks a series of questions about your involvement with the change management portion of the move to the fourth floor of 6700B Rockledge Drive. The questions also assess your level of comfort with the changes impacting your workplace as a part of this move. Your feedback is valuable and will be used to evaluate the effectiveness of our change management efforts, as well as help us understand what types of additional information and/or training should be provided before move-in. Survey responses reside behind the NIH firewall and are secure to the extent permitted by law. For each question select the option that best represents your view. The survey will take about 5 minutes to complete. Try to answer each question within the survey as honestly and accurately as possible. Questions about this survey may be sent to Jodi Williams at [jodi.williams@crtkl.com](mailto:jodi.williams@crtkl.com).

## Demographic Information

Please select your IC/OD organization.

CSR

OD/IRB

Other (please specify)

## Information Sources and Activities

Please identify all of the information sources that you accessed, or the activities in which you participated.

I attended a Change Management Steering Committee/Working Group meeting

I am a Change Champion and/or Move Coordinator

I have accessed the NIH on the Move website (<https://nihonthemove.nih.gov>) for information about the move

I have accessed my IC-specific SharePoint site

I have read the Frequently Asked Questions on the NIH on the Move website

I have submitted a question for an answer

I have e-mailed the project e-mail box at [ORFResponse@mail.nih.gov](mailto:ORFResponse@mail.nih.gov)

I have read a newsletter

I have read a communication from the leadership of my IC/OD organization

I have seen posters in the hallway

I have spoken with (or contacted) a member of the Change Management Steering Committee

I submitted answers to the change readiness survey (August 2019)

I attended a Town Hall/Packing Clinic (September 2019)

I attended a Site Tour (October 2019)

I read the Welcome Book

I have not accessed any of the above, but have heard about the move from my coworkers

None of the above

Other (please specify)

## Workplace Design Feedback

The following questions pertain to the physical attributes of the new workplace (i.e. lighting, furniture, flooring, technology, equipment, etc).

What are you most excited about in the new workplace?

What areas, features and/or elements are working in the new workplace?

What areas, features and/or elements are NOT working in the new workplace?

What issues have you or your colleagues faced in the new workplace?

## **Change and Move Management Feedback**

The following questions pertain to the change and move management process.

What could have made the move process easier?

How could communication be improved?

What do you wish you knew sooner?

What methods of communication worked best for you and your colleagues: (Please select all that apply.)

Face-to-face communications from my supervisor or director

E-mail communications from my supervisor or director

IC-wide e-mails

Newsletters

Posters

NIH on the Move website

IC-wide Town Hall presentation

Other (please specify)

Do you and your colleagues feel like responses were provided in a timely manner?

Yes

No

Other

Is there anything else you wish you knew more about to make the transition go more smoothly?

If you have suggestions for additional information or training that should have been provided prior to the move, please identify these below.

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