

**Burden Disclosure:**

Public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: NIH, Project Clearance Branch, 6705 Rockledge Drive, MSC 7974, Bethesda, MD 20892-7974, ATTN: PRA (0925-0648). Do not return the completed form to this address.

**Introduction:**

Thank you for taking the time to complete this survey! This survey asks a series of questions about your involvement with the change management portion of phase 1 of the Rockledge I/II renovation. 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 Kim Jennings at kim.jennings@crtkl.com.

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\* Please answer this question.

Please select your IC/OD organization.

NLM

OER

OIT

Other (please specify)

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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 (fall 2018)
- I attended a Town Hall/Packing Clinic (winter/spring 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)



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?

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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	<input type="radio"/>
No	<input type="radio"/>
Other	<input type="radio"/>
<input type="text"/>	

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.

