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| FAA AJW-2 Virtual First Strategies Employee Survey |
| INTRODUCTION |
| **The purpose of this survey is to get your insights on how we interact, coordinate work, and share information in our virtual and onsite work to provide information for developing future virtual work strategies.**  **Your responses will be anonymous (individual names or IP addresses are not collected). This survey takes about 10 minutes to complete, and should be completed in one session. If you have any questions about the intent of this survey, please contact Denise Glass, Manager, Program Integration and Support, AJW-2410. For technical problems, please contact** [**Ellen.Keable@jacobs.com**](mailto:Ellen.Keable@jacobs.com) **(716-536- 2415)** |

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| FAA AJW-2 Virtual First Strategies Employee Survey |
| YOUR GROUP & JOB ROLE |
| 1. Which GROUP does your team belong to?   AJW-2 Headquarters  AJW-2W1: WSA Engineering Services  AJW-2C1: CSA Engineering  Services  AJW-2E1: ESA Engineering Services  Other (please specify)   1. What is your general job role?   Supervisor/Manager Program Manager  Office-Based Engineer or Technical (e.g., Design Engineer, Scientist, Industrial Hygienist, IT,) Administrative (e.g., Secretary, AO, Management Program Assistant, etc.)  Analyst (e.g., Management, Financial, etc.) Field Engineer (e.g., Resident Engineer)  Technician (e.g., Equipment Operators, Installation Techs, Electronics, CAEG, Librarian)  Other (please specify) |

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| WHERE YOU WORK |
| 1. BEFORE COVID - What percentage of your work time did you spend in the following places? (Answers should total 100).   % time at Headquarters  % time at Regional Centers  % time at Onsite Locations  % time Working from Home  % time at Other   1. BEFORE COVID - What percentage of your work time was spent WORKING AWAY at a location that required travel overnight? 2. DURING COVID - What percentage of your work time did you spend in the following places? (Answers should total 100).   % time at Headquarters  % time at Regional Centers  % time at Onsite Locations  % time Working from Home  % time at Other |

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| 6. DURING COVID - What percentage of your work time was spent WORKING AWAY at a location that required travel overnight? |

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| VIRTUAL WORKING DURING COVID |
| 7. DURING COVID - Which of the following virtual substitutes for face-to-face interactions and onsite work did you use? Please check all that apply.  **Video collaboration tools** for face-to-face interactions and meetings (MS Teams, Zoom, Skype, etc.)  **Video for viewing physical features of facilities** for technical reviews and physical inspections (streaming camera, Facetime video, Teams video, etc.)  **Photographs** of physical features of facilities for technical reviews and physical inspections  **Onsite FAA personnel** (e.g., Resident Engineers) for viewing physical features and reporting for technical reviews and physical inspections  **Contractor personnel** for viewing physical features and reporting for technical reviews and physical inspections  Other (please specify) |

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| VIRTUAL WORKING SUBSTITUTES FOR ONSITE WORK & INSPECTIONS |
| 8. How effective are the following tools and work practices for you as virtual substitutes for traveling to do onsite work/inspections?  Not  Very Very Applicable/  effective Effective Neutral Ineffective Ineffective Do Not Use  **Video for viewing physical features** for technical reviews and physical inspections (streaming camera, Facetime video, Teams video, etc.)  **Using onsite FAA personnel** (e.g., Resident  Engineers) to view and report on physical features       for technical reviews and physical inspections  **Using Contractor personnel** to view and report on physical features for technical reviews and physical inspections |



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| VIDEO COLLABORATION TOOLS |
| 9. How effective are your video collaboration tools as virtual substitutes for face-to-face interactions and meetings?  Not  Very Very Applicable/  Effective Effective Neutral Ineffective Ineffective Do Not Use  Video collaboration tools for face-to-face interactions and meetings **with FAA colleagues** (MS Teams, Zoom, Skype, etc.)  Video collaboration tools for face-to-face  interactions and meetings **with onsite FAA**       **personnel** (MS Teams, Zoom, Skype, etc.)  Video collaboration tools for face-to-face interactions and meetings **with onsite Contractors** (MS Teams, Zoom, Skype, etc.) |



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| WORK ACTIVITIES & TOOLS |
| 1. Thinking about the work that you do, how important are the following activities for your job? How satisfied are you with the existing tools and work practices for these activities?   IMPORTANCE TO YOUR JOB EXISTING TOOLS & WORK  PRACTICES FOR ACTIVITY  Accessing digitally stored information (e.g, KSN/SharePoint, CWP, ProjectWise)  Version control Reviewing and analyzing information  Producing reports Sharing information with others Document tracking and approvals  Storing information Producing / updating CAEG documents   1. Thinking about the work that you do, how important are the following activities? How satisfied are you with the existing tools and work practices for these activities?   IMPORTANCE TO YOUR JOB EXISTING TOOLS & WORK  PRACTICES FOR ACTIVITY  Scheduled meetings Being easily accessible to others  Unplanned meetings Coordinating activities  Small group collaboration (less than 6 people) Social interaction |



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| CONNECTION & COORDINATION |
| 12. Please rate your current sense of connection with the following:  Highly Very  connected Connected Neutral Disconnected disconnected Not Applicable  The FAA's and AJW-2 's mission and values  My group's activities and projects  My co-workers  My manager |





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| SUMMARY |
| 1. Please tell us which attributes of your work life are WORKING WELL for you now? Check all that apply.   Access to people I need to work with Connection to my team Learning opportunities Collaboration Flexibility Personal boundaries between work  and home life  Communication Information access  Technology and Tools   1. Please tell us which attributes of your work life are NOT WORKING WELL for you now? Check all that apply.   Access to people I need to work with Connection to my team Learning opportunities  Collaboration Flexibility Personal boundaries between work and home life  Communication Information access  Technology and Tools   1. In 3 words or less, what is the ONE CHANGE you would make to your tools and work practices to improve support for your work? |

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| THANK YOU! |
| Thank you very much for sharing your experiences and insights! Please encourage your colleagues to participate in the survey so everyone's input is included. |