



The Department is currently planning the design of a new intranet. An intranet is “an internal website that helps employees get stuff done.” We want to build something to help you get your work done! In order to assist us in doing that, we are asking that you **complete this survey by September 5, 2014** and have it returned to Andy Viren at 1515 Arch Street. As an added bonus, every person who completes it can be entered into a drawing to win an item emblazoned with the PPR logo!

Survey

1. In what PPR division do you work?

2. Do you have access to the Internet? If yes, check all that apply:

☐

At work

☐

At home

☐

On a mobile device

3. How do you access the Internet at work (check all that apply)?

☐

Phone

☐

Tablet

☐

Computer Lab

☐

*Computer
assigned to
you*

☐

*Supervisor's
office
computer*

☐

*Shared staff
computer*

☐

None

4. Have you used PPR's current intranet site, www.pprinfo.com?

Yes

No

a. If yes, did you find what you were looking for?

Yes

No

Please explain:

| |
|--|
| |
| |
| |
| |

5. How often do you use the internet to seek out information about how the department works? For example, department contacts, facility locations, where to send inquiries, PPR branding materials / logo. (Please check the most accurate response.)

☐

Daily

☐

Weekly

☐

Monthly

☐

Yearly

☐

Never

6. How frequently do you obtain information about how the department works from each of the following? Please rank by most frequent (1) to least frequent (6).

| Order (1-6) | |
|----------------|--|
| | Meetings |
| | Email |
| | Current Intranet website (www.pprinfo.com) |
| | PPR website (www.phila.gov/parksandrecereation) |
| | Talking with co-worker / supervisor |
| | Other: |



7. What service is *most important* for the new intranet to provide?
Check the box above the one statement that you most agree with.

| | | |
|--|---|--|
| <input type="checkbox"/> <i>Information</i> “The intranet should be a resource for general information about the department, first. It should contain reliable, established information that staff can reference ” | <input type="checkbox"/> <i>Updates</i> “The intranet should be a resource to keep up with department developments and a tool to increase communication between staff across the department. This could include news and frequently updated information.” | <input type="checkbox"/> <i>Functionality</i> “The intranet should be a tool to streamline certain business functions such as map requests. It should have an interactive quality to it where I can go to <i>do</i> things.” |
|--|---|--|

8. What kind of information about how the department works do you regularly seek out to get your work done? List and describe.

| |
|--|
| |
| |
| |
| |

9. What are the top three types of information that the new intranet should feature to make it most useful to you?" List and describe.

| |
|----|
| 1. |
| 2. |
| 3. |

10. Additional comments.

| |
|--|
| |
| |
| |
| |

Enter to win a prize

Thanks for completing this survey! You may submit this survey anonymously. But, if you would like a chance to win a PPR prize, please provide your name and best way for us to contact you:

Name: _____ Best way to contact you: _____

Another way to help, plus free pizza!

Are you interested in participating in a focus group about the internal website? Join us for focus groups- - and free pizza -- in September to provide more in-depth feedback on our internal website.

☐ Yes! I'm interested in participating in a focus group in September 2014.

An electronic version of this survey can be completed at <http://ph.ly/PPR-Intranet-Survey>