

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: On a mobile device At work At home 3. How do you access the Internet at work (check all that apply)? Computer Supervisor's Shared staff Phone Tablet Computer Lab assigned to office computer you computer Yes No
  - 4. Have you used PPR's current intranet site, <u>www.pprinfo.com</u>?
    - a. If yes, did you find what you were looking for?

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.)

D	ailv

Weeklv

Monthly

Yearlv	

Never

Yes

None

No

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 ( <u>www.pprinfo.com</u> )
	PPR website (www.phila.gov/parksandrecereation)
	Talking with co-worker / supervisor
	Other:

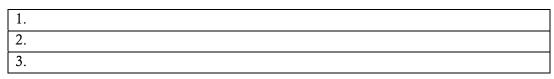
An electronic version of this survey can be completed at http://ph.ly/PPR-Intranet-Survey



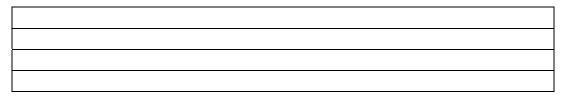
7. What service is *most important* for the new intranet to provide? *Check the box above the one statement that you most agree with.* 

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

- 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.



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.

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