

Technology Questionnaire

Job Title _____

Department _____

What is your scope of responsibility? Please check one.

- Individual Contributor
- Team Leader Please indicate your team size _____
- Manager Please indicate your staff size _____

What percentage of your meetings are local only, no additional locations? _____

Consider conferencing capabilities in your organization:

	Is this currently available to you?		If available, do you currently use?		Would you use if available?	
	Yes	No	Yes	No	Yes	No
Audio conferencing						
Data conferencing						
Videoconferencing						

If you're currently using conferencing technologies, what percentage of your remote meetings use the following technologies? (Percentages should add up to 100)

- Audio only _____
- Audio and video _____
- Audio and data _____
- Audio, video and data _____

If you're not currently using conferencing technologies, what percentage of your meetings would include remote locations if you had the necessary technology? _____

Of all your meetings, what percentage are for the following activities? (Percentages should add up to 100)

- One-on-one meetings _____
- Status reporting and coordination _____
- Presentations _____
- Project management reviews _____
- Brainstorming _____
- Training courses _____

How often do you use the following items in your meetings?

(Where 1 = always, 5 = never)

	1	2	3	4	5
Wall posting (tack strips, magnets)					
Flipchart					
Whiteboard					
Overhead projector					
VCR					
Conference phone					
Computer with network connection					
Data projector (LCD/DLP)					
Interactive whiteboard					
Printer					
DVD player					
Network connections (for laptops)					
Power connections (for laptops)					
Room-control system (AMX/Panja, Crestron)					

Do you have a laptop? Yes _____ No _____

If YES, in what percentage of your meetings do you now use your laptop (for presentations, note taking, etc.)? _____

If NO, do you expect to have a laptop within the next 12 months? _____

If you had to equip a meeting room from scratch, what percentage of your budget would apply to the following equipment? (Indicate only those that apply. Percentages should add up to 100.)

- Room furniture (tables, chairs) _____
- Audio conferencing _____
- Videoconferencing _____
- Data projector (LCD/DLP) _____
- Interactive whiteboard (presentation, annotation, shared editing) _____
- Multimedia (audio/video from laptop or in-room server) _____
- Video playback (DVD, VHS) _____
- Wired laptop infrastructure (network connectors, power) _____
- Wireless laptop infrastructure _____

How important are the following in determining your selection of hardware and/or software tools in your group spaces?

(Where 1 = very important, 5 = unnecessary)

	1	2	3	4	5
Aesthetics					
Flexibility					
Mobility					
Reliability/durability					
Cost to maintain					
Cost to purchase					
Ease of integration with existing systems					
Ease of use					
Full-feature set					

If you could change anything about your collaborative work space, what would you change?
