McGhee
| Productivity Solutions

PRODUCTIVITY
SURVEY RESULTS

Team Productivity and Collaboration
Integrated with Microsoft® Teams®

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PURPOSE AND BACKGROUND

This brief report provides information about changes the group experienced in their overall productivity, balance and behaviors related to key Driving Productivity through MS Teams!® methodologies and adoption of Microsoft Teams tools.

The pre-survey was administered during the in-person training and the post-survey was sent via email 4 weeks later. Participants completed both surveys and their responses were used to generate the results outlined below. These results can be used to celebrate positive behavioral changes, explore ways to continue that success and consider areas for further improvement in the group's productivity.

KEY RESULTS

TIME MANAGEMENT
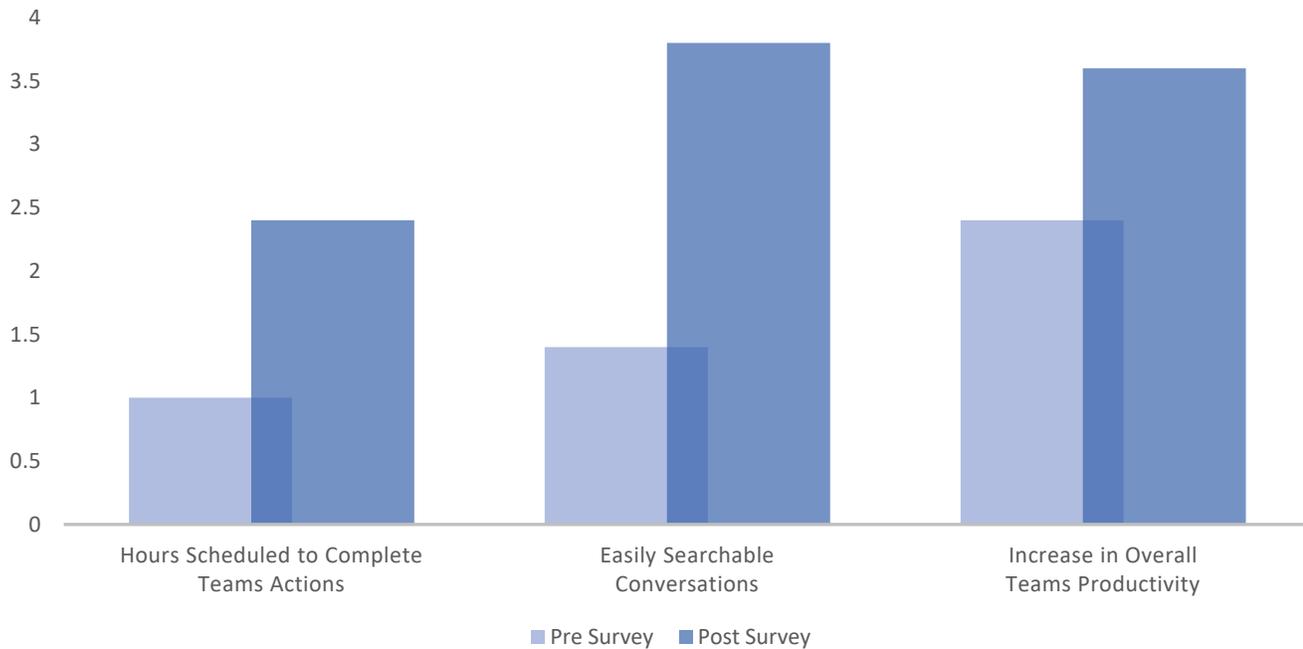
50% increase in overall productivity within MS Teams.

170% increase in creating conversations that are easily searchable.
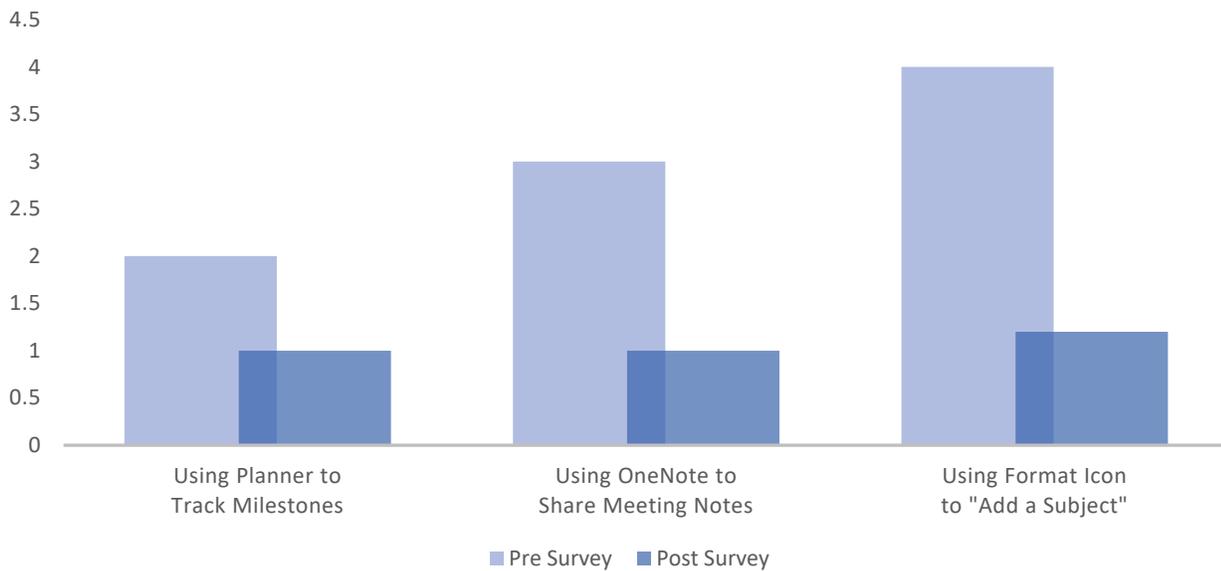
140% increase in hours scheduled to complete actions identified in Teams.

13% increase in using Teams consistently to collaborate on projects.

*Participants report a **38%** increase in using Team Channels that produce desired outcomes supporting team goals.*

MICROSOFT TEAMS UTILIZATION

Pre Survey Post Survey

25% increase in using @ mention to notify others of actions required

220% increase to filter @ mentions and replies using the Activity Tab

60% more trackable action items

233% increase in using the format icon to "Add Subject" for new conversation

200% increase in using OneNote to share meeting notes

100% increase in using Microsoft Planner to track milestones and deliverables

CONTINUING EDUCATION

The group made some great changes in the 4 weeks between Pre-Post Productivity Survey data collection. To sustain these changes and further increase the ROI from the initial training, the following recommendations are suggested based on your team's specific survey results.

o Consider establishing standardized expectations around the use of Teams. Optimizing Teams program to optimize Teams as tool to clarify goals, build a planning system

o To provide additional productivity solutions, consider having the team participate in the Take Back Your Life Grad Series: Personality and Productivity session

o Given varying expectations observed in the room, consider a team alignment or team accountability program to increase partnership

Is there opportunity to deliver this program to others? Please contact us to discuss further.

SURVEY QUESTIONS & GROUP CHANGE DATA

Question	Avg Pre	Avg Post	% Change
1. How many hours do you schedule on your calendar to complete the action items you've identified in Teams?	1.00	2.40	140%
2. How consistently is your team using Microsoft Teams to collaborate on projects?	3.20	3.60	13%
3. How consistently are you using Channels in Microsoft Teams to gather data and information to support project outcomes?	2.80	3.80	36%
4. How consistently are you using OneNote to share meeting notes?	1.00	3.00	200%
5. Are you creating Conversations that are easily searchable?	1.40	3.80	171%
6. Do you use the format icon to "Add a Subject" for all New Conversations?	1.20	4.00	233%
7. Do you use a standard format to create productive Conversations in Teams?	2.00	3.80	90%
8. Do you use the Activity Tab to filter @mentions and replies?	1.00	3.20	220%
9. Do you use the File Tab in Teams to store collaborative documents?	1.80	4.40	144%
10. Do you use "Save this Message" to track actions?	1.00	1.60	60%
11. Do you use @mention to notify others of actions required?	3.20	4.00	25%
12. Do you use MS Planner to track milestones and deliverables?	1.00	2.00	100%
13. Do your Team Channels produce desired outcomes that support Team goals?	2.60	3.60	38%
14. How would you rate your overall productivity in using Microsoft Teams?	2.40	3.60	50%