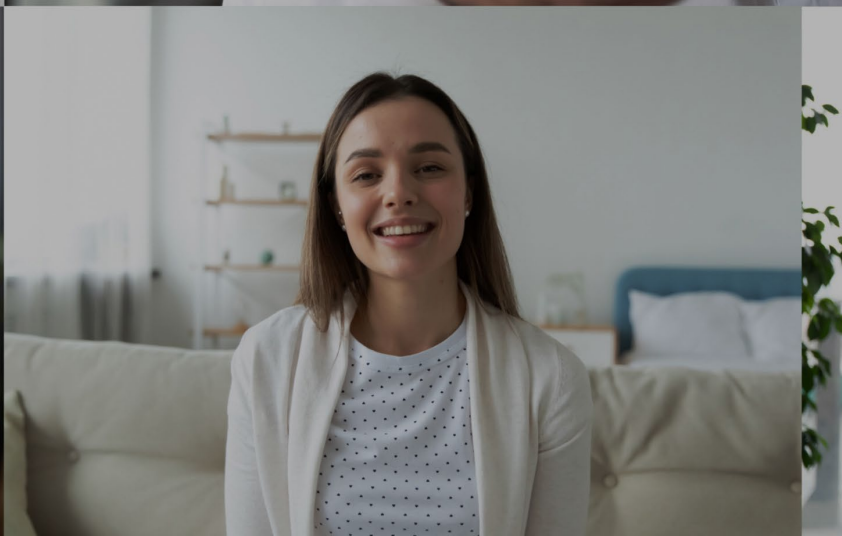# Productivity Survey Results

## Microsoft® Teams® Solutions

Background and Purpose

A team of 32 associates in a Fortune 100 financial services firm participated in two virtual courses in the suite of McGhee solutions for Microsoft Teams: Collaborating in Microsoft Teams and Making Meetings More Productive Using Microsoft Teams.

This report provides a summary of the shifts the group experienced in their overall productivity, collaboration, and digital fluency integrating Microsoft Teams more fully into their workflow.

The pre-survey was administered at the start of the session and the post-survey was sent by email four weeks later. Participants completed both surveys and their responses were used to generate the results outlined below. These results can be used to acknowledge positive changes, explore ways to continue that success, and consider areas for further improvement in the group's productivity.

Results


| | Pre-Survey | Post-Survey |
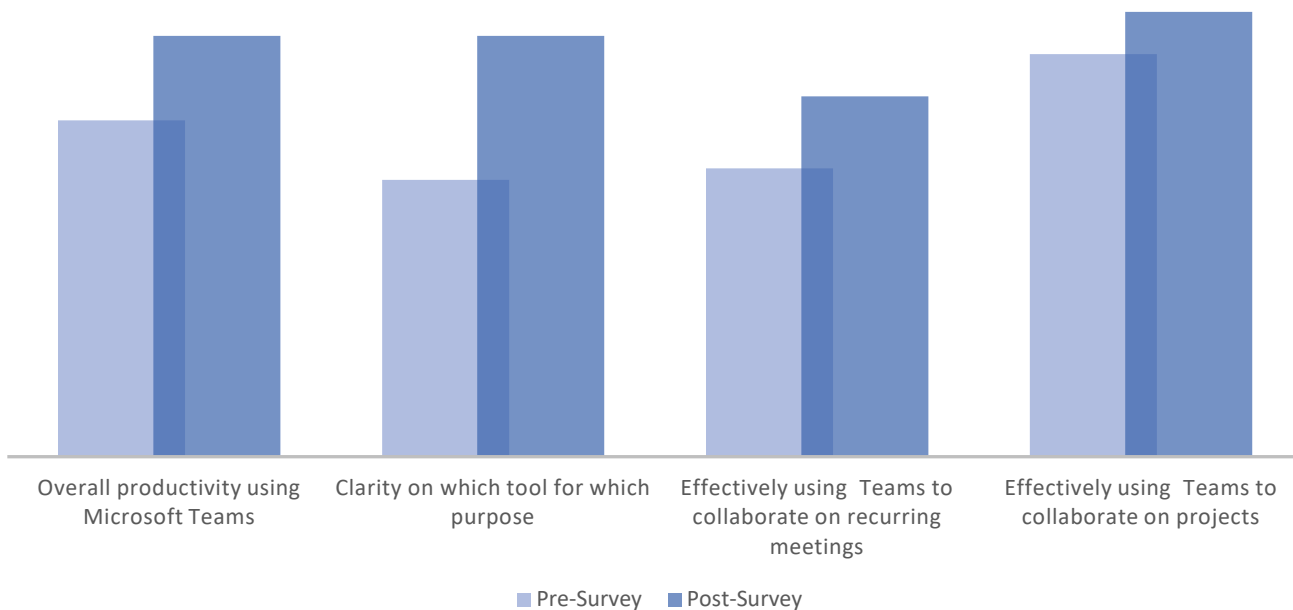
25% increase in overall productivity using Microsoft Teams
52% increase in clarity on which tool for which purpose
25% increase in effectively using Teams to collaborate on recurring meetings
11% increase in effectively using Teams to collaborate on projects

The team reported increases in productivity and collaboration in every area measured
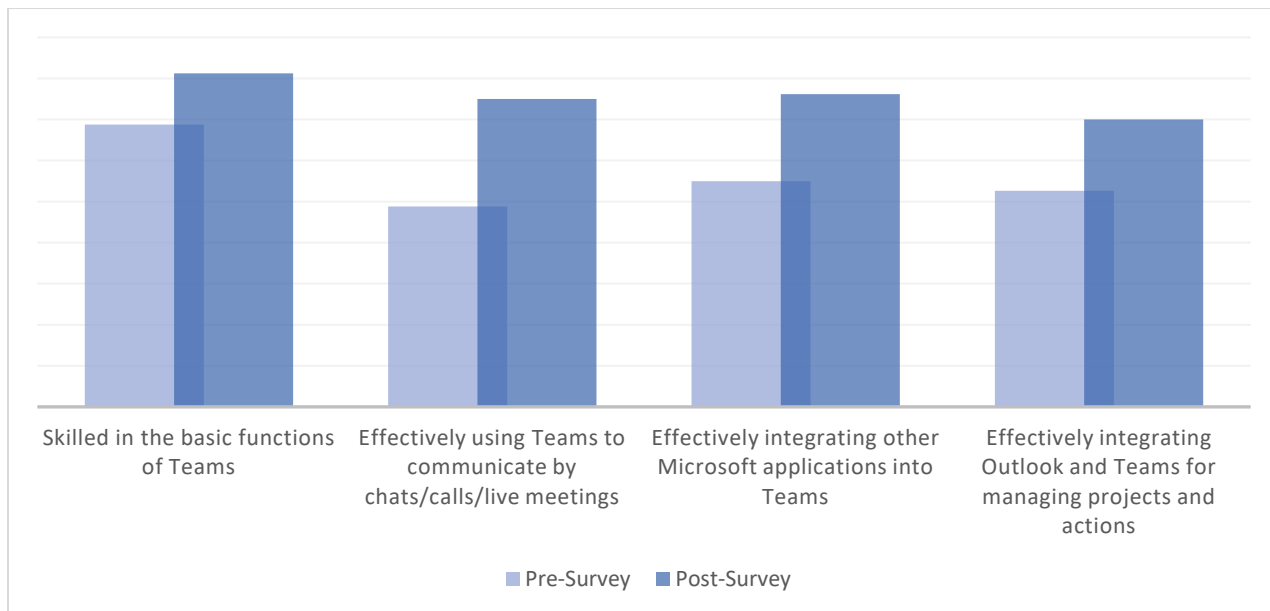
18% increase in being skilled in the basic functions of Teams

54% increase in effectively using Teams to communicate by chats/calls/live meetings

19% increase in effectively integrating other Microsoft applications into Teams

33% increase in effectively integrating Outlook and Teams for managing projects and actions

Learning Journey

The group made some significant changes in the four weeks between the pre- and 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.

- Establish clearer governance and guidelines around the use of Teams—particularly as the firm is transitioning from Skype and Zoom more fully into Teams
- Expand use of Teams for recurring 1:1 and team meetings
- Expand use of Teams for project management
- Dive deeper into using Teams for tracking actions, using Tasks by Planner and To Do

Survey Questions and Summary of Stats

Question	Average Pre	Average Post	% Change
1. How skilled are you in the basic functions of Teams (settings, chat, calls, changing status, joining meetings, hosting meetings, etc.)	3.44	4.06	18%
2. How effectively are you using Microsoft Teams to communicate by chats/calls/live meetings?	2.44	3.75	54%
3. How effectively are you using Microsoft Teams to collaborate on projects?	4.19	4.63	11%
4. How effectively are you using Microsoft Teams to collaborate on recurring meetings (tracking agendas, decisions, and actions, etc.)?	3.00	3.75	25%
5. How effectively are you integrating other applications in Microsoft Teams (Outlook, OneNote, SharePoint, etc.)?	2.75	3.81	39%
6. How effectively are you integrating Microsoft Outlook with Microsoft Teams for managing projects and actions?	2.63	3.50	33%
7. How clear are you on using which tool for which purpose? (e.g. Outlook vs. OneNote vs. Teams vs. Planner, etc.)	2.88	4.38	52%
8. How would you rate your overall productivity using Microsoft Teams?	3.50	4.38	25%