

Productivity Metrics

Using your organization-wide sample size, test the time taken to complete each of the following tasks. They can either self-report, or the moderator can report for them.

To create your test group, randomly select anywhere from 50-150 employees in your organization to complete the survey. To select the number of employees in your test group, we recommend approximately 10-15% of total employees.

Questions in this category can cover:

- Time savings to locate key documents, processes and procedures
- Time decreased in locating the right person in your organization
- Time reduced reading, sorting and replying to email
- Time reduced on work duplication



1. Contact Information

Name: _____

Company: _____

State/Province: _____ Country: _____

Email Address: _____ Phone Number: _____

2. Please locate the new employee onboarding manual. How long did it take you to locate it in HH:MM:SS?

3. Please locate the travel expense submission form. How long did it take you to locate it in HH:MM:SS?

4. Please locate the company logo and branding guidelines. How long did it take you to locate in HH:MM:SS?



5. In a typical day, how long do you spend per day reading, sorting and replying to email?

- 30 to 60 minutes
- 60 to 90 minutes
- 90 to 120 minutes
- 120 to 150 minutes
- Other (please specify)

6. Who are three people at [your company name] who are skilled in UX? How long did it take you to locate these people?

Person 1

Person 2

Person 3

Time to locate
(HH:MM:SS)

7. Which employee started [project x] and who else has contributed to it? How long did it take you to discover these people?

Employee who
started Project X

Contributor 1

Contributor 2

Contributor 3

Time to discovery
(HH:MM:SS)

8. If you wanted to pull together a team who could quickly execute a digital marketing campaign for a new product, who would you choose?

Team member 1

Team member 2

Team member 3

Team member 4

Time to find team members (HH:MM:SS)

9. Locate the phone number, email and job title of [Employee Name]. How long did it take you to locate this information?

Phone number

Email

Job Title

Time to locate info (HH:MM:SS)

10. Think of the last three documents you collaborated on with other team members? How many people were involved in the creation of these documents?

Document 1

Document 2

Document 3



11. How many company events have you attended this year?

- 0 4
- 1 5
- 2 6+
- 3

12. Have you ever suggested an idea that has been implemented in your organization? Has this idea saved money, made money or avoided costs? Please elaborate.

13. Do you create content that you share with others in your organization to help them do better work? Please provide links if possible.

Content piece 1	
Content piece 2	
Content piece 3	
Content piece 4	
Content piece 5	
Content piece 6	



Deployed **Your Way**

BONZAI is easy to install whether you want it installed on-premise or in the cloud. BONZAI Intranet is available in three deployment models:

On-Premise for SharePoint 2013

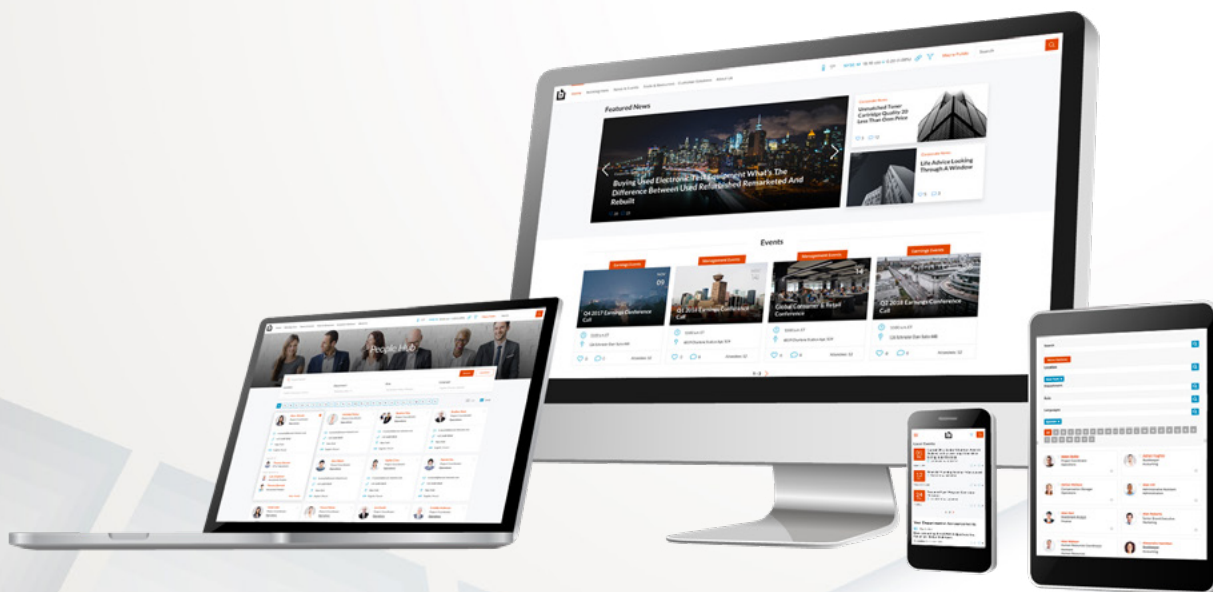
Installed within your existing On-Premise SharePoint 2013 Standard or Enterprise environment

On-Premise for SharePoint 2016

Installed within your existing On-Premise SharePoint 2016 Standard or Enterprise environment

Online for Office 365

Installed on your existing SharePoint Online environment for Office 365



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About BONZAI

BONZAI, a SkyVera company, is an award-winning intranet company that provides ready-to-roll intranets for SharePoint and Office 365. As a Microsoft Certified Gold Partner, BONZAI intranet software and services deliver a better means of communicating, collaborating and engaging with employees for Fortune 500 Enterprise Organizations as well as SMBs.

At BONZAI, believe that intranets should better connect and engage employees, but not at the expense of a long, drawn-out and often failed custom deployment. With our proven delivery methodologies and seasoned intranet consultants with deep expertise into both Microsoft SharePoint and Office 365, Bonzai gets users through objective setting, design, ownership, launch/roll out and support in as little as eight weeks.

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