Activity Analysis: Survey Checklist

To ensure a thoughtful approach to your survey completion, it’s important to take some time to prepare using the resources available to you. Review these recommended steps and prep tools as you plan to complete your Activity Analysis survey.

Prepare

1. **Think about your current work responsibilities.** The Activity Analysis survey asks you to report on your work duties over the past year. If your job has changed significantly in that time period, or if you’re relatively new to the University, complete the survey for your position in its current capacity.

2. **Create a list.** Jot down a few key words that represent your work. We know you can’t include every piece of work you do, so don’t get too detailed. Only record tasks that take up 5% or more of your time (a helpful hint to think about is that 2 hours in a 40-hour work week equals 5% of time). If you need help, there are a few steps you can take to identify your work duties:
   a. Brainstorm ideas with coworkers in similar roles, or with your supervisor.
   b. Get general information about your position in myHR. Visit the Locating your job information webpage for instructions and other resources.
   c. An overview of your position responsibilities is available on the Job Code Detail webpage. You can find your particular position description by searching for your position under its job family.
   d. Past performance appraisals may help you in determining projects that take up a significant portion of your work time each year.

3. **Learn where your work duties fit within the survey.** The survey measures work activity at three levels: Functions, Processes and Activities. Most of the duties you brainstormed are probably listed within the survey as Activities, the smallest category. The Survey Search and Prep Tool can help you identify where your work fits into the survey. Completing this document will help you calculate and provide you an overview of your work activity that you can use to complete the survey quickly and efficiently. For a step-by-step guide on filling out the Prep Tool and using it to complete your survey, access the Survey How-To Video.

Access

1. **Have access to a computer and an internet connection.** If you do not have access to a computer during the regular course of your work day, the University has computer labs reserved for your use.

2. **Make time to prepare for and take the survey.** Most people find the survey takes them about an hour, with 30 minutes for prep and 30-45 minutes for completion.
   a. Individuals with broad and varied work responsibilities will likely take longer than an hour of total time.

3. **Find your invitation:** On February 19, you received an invitational email from ‘UMSurveyTeam@pwc.com’ containing your unique survey link. When you’re ready, open the email and select the link.
   a. Please note, you should not forward your link or use another staff member’s link, as each link is specific to the individual to which it was sent.
Complete

1. Your link will redirect you to the survey, located in Qualtrics.
2. Read and follow the instructions to complete the survey. It is recommended that you allocate your work in 5% increments.
   a. You will be asked to allocate 100% across all Functions first, then 100% within each Function at the Process level, then within each Process at the Activity level.
3. The survey tool will save your progress automatically as you make changes, so you may leave the survey and pick up where you left off as long as it is before the survey deadline of March 2.
   a. Once your survey has been submitted, you will be unable to change your responses, and you will receive a confirmation email for your records.
4. If you are having difficulty with the survey or you have spent longer than an hour working on it but have not made significant progress, please reach out for assistance through the support resources below.

Need help?

1. If you have difficulties accessing your survey or experience technical issues, email PwC at baseline.development.helpdesk@xa.pwc.com. For detailed questions or concerns regarding how to navigate or complete the survey for your particular position, explore our frequently asked questions, reach out to your direct supervisor or contact the HR Service Center at (573) 882-2146 or toll-free at (800) 488-5288.