UM System Activity Analysis Survey of Staff Roles
February 19 - March 2

As part of systemwide efforts to enhance business functions, the University of Missouri System will be conducting an Activity Analysis survey to gain insight into the staff workloads dedicated to supporting the University. The results will help the University strike the right balance of work in functions and academic units, as well as identify opportunities to improve effectiveness and efficiency in delivering services. The objective of this project is not to be a model for efficiency, but to ensure that operational efficiency is a means to reinvest resources to support our University mission.

How will I complete the survey?
The survey window will begin on Monday, February 19, 2018, and remain open through Friday, March 2. You will receive an invitational email from “UM Survey Team” at UMSurveyTeam@pwc.com that will include your personalized link and instructions for accessing the online survey.

In the survey, you will be asked to allocate 100% of your time among functions, processes and activities based on the work you do. The recommended guideline is to record tasks that take up 5% or more of your time (for a 40-hour workweek, two hours equals 5% of time).

Most participants find preparing for and completing the survey takes them about an hour, with 30 minutes for preparation and 30-45 minutes for completion. Staff with broad and varied work responsibilities will likely take longer than an hour of total time.

If you do not complete your survey by the deadline, a survey will be completed on behalf of your position. If you need assistance prior to or during this process, reach out to your supervisor or see the support resources available on the Activity Analysis Survey webpage.

How should I prepare?
To ensure a thoughtful completion process, you need to take some time to prepare by thinking about your workload, job duties and type of work you do each day. Activities in the survey are organized based on the type of work, which may not necessarily match where in the organization you sit. Familiarize yourself with the survey ahead of time using the resources available on the Activity Analysis Survey webpage, which includes a how-to checklist, as well as a searchable prep tool and accompanying instructional video.

Who is required to participate?
University leadership recognizes staff have the best understanding of their own work and
are valuable voices in the information-gathering process. That is why administrative, service and support staff roles systemwide will be required to complete the survey, including President Choi, the chancellors and other leaders across all levels. You are receiving this message because records show your work duties fall within the scope of the survey.

Thank you for your ongoing support during this initiative. Additional information can be found on the [UM System Activity Analysis Survey webpage](https://umact.sys UNIVERSITY OF MISSOURI) for further details.

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