Q1 How long have you been using Microsoft Teams?

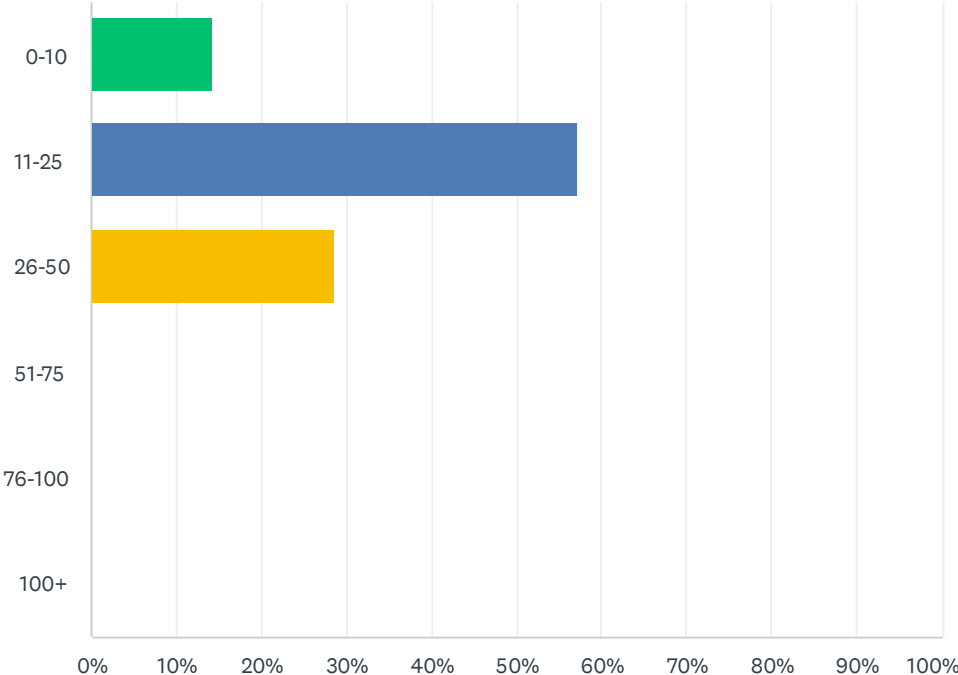Answered: 7   Skipped: 0
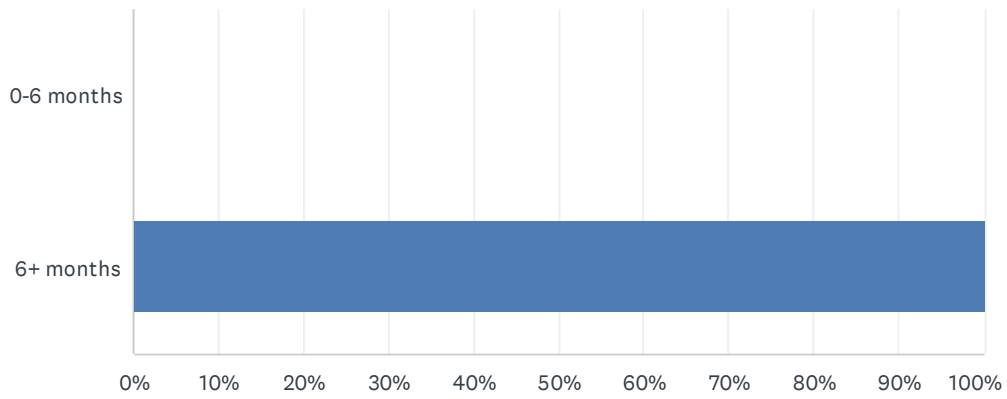
ANSWER CHOICES	RESPONSES	
0-6 months	0.00%	0
6+ months	100.00%	7
TOTAL		7

Q2 How many teams are you in?

Answered: 7   Skipped: 0

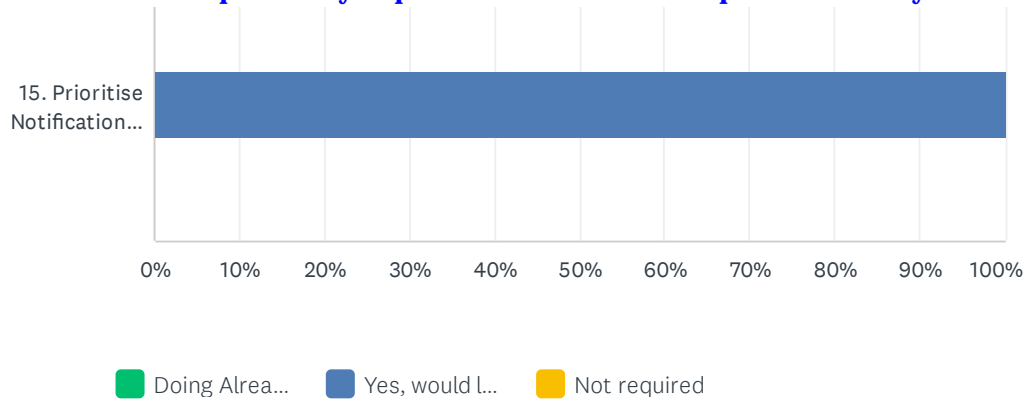| ANSWER CHOICES	RESPONSES	
0-10	14.29%	1
11-25	57.14%	4
26-50	28.57%	2
51-75	0.00%	0
76-100	0.00%	0
100+	0.00%	0
TOTAL		7

Q3 Would you do the following in TEAMS?

Answered: 7   Skipped: 0
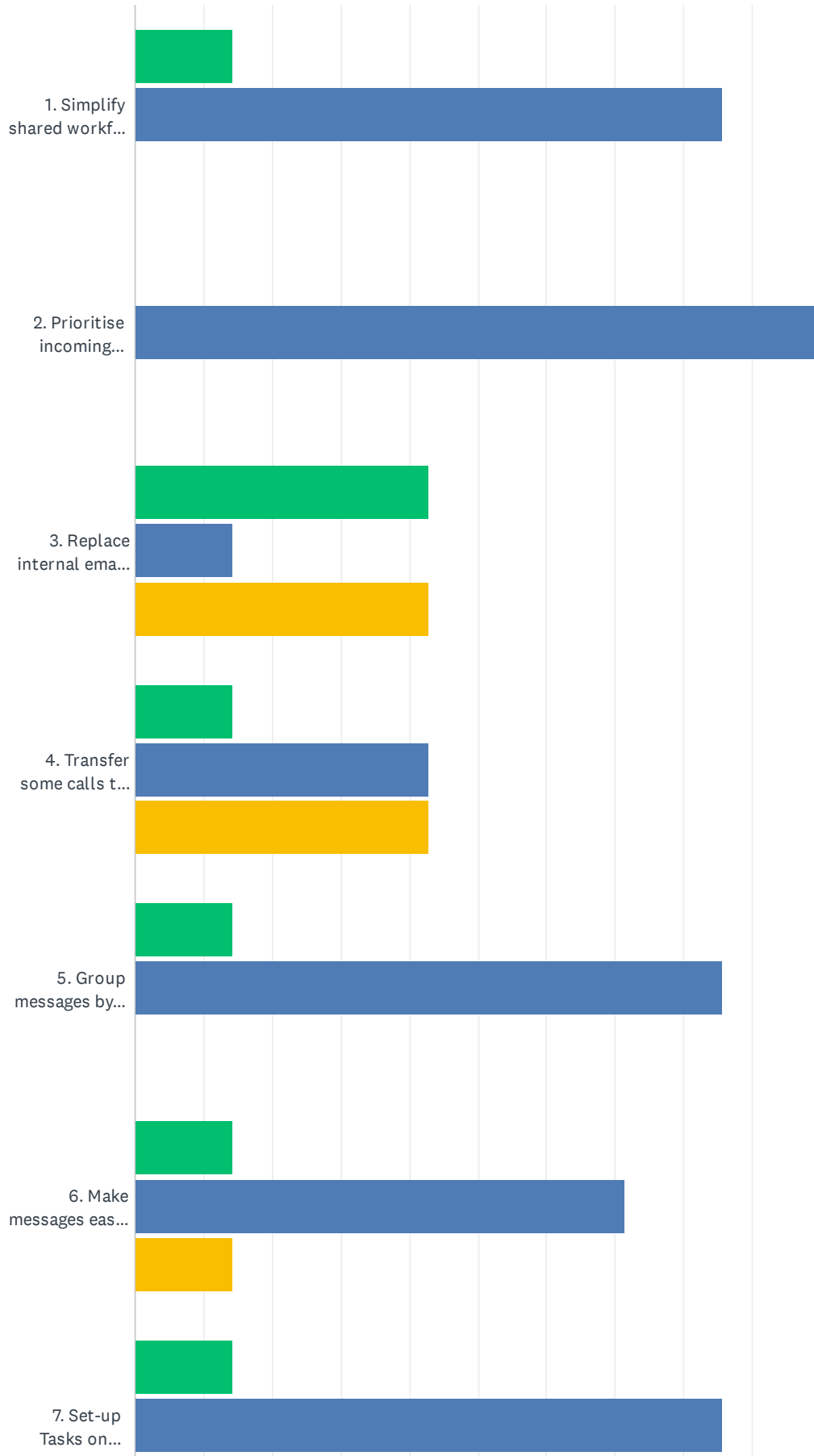
Example Survey Report Microsoft TEAMS Experience Survey
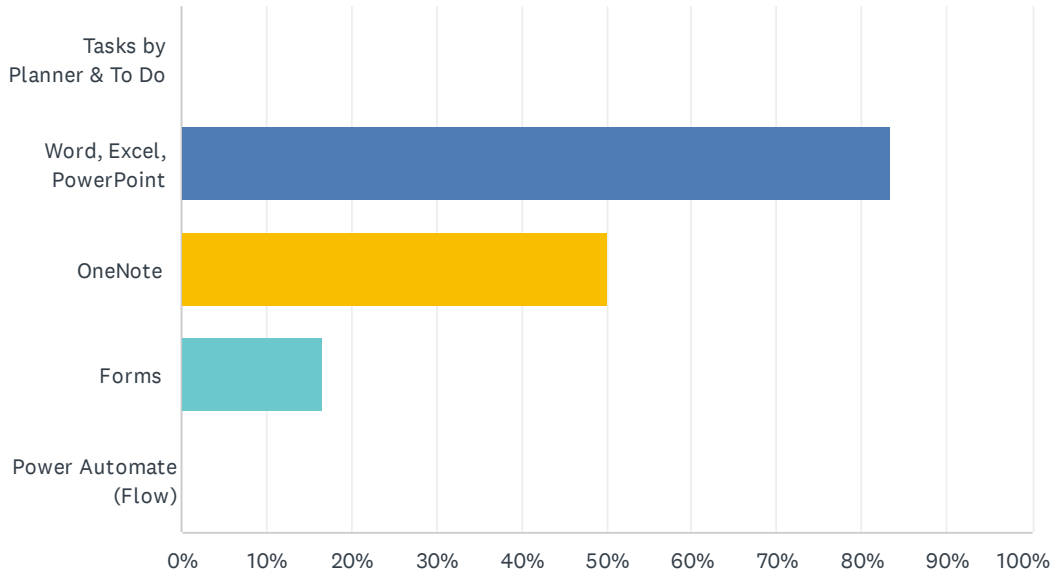
Example Survey Report Microsoft TEAMS Experience Survey

15. Prioritise Notification…

| | 0% | 10% | 20% | 30% | 40% | 50% | 60% | 70% | 80% | 90% | 100% |
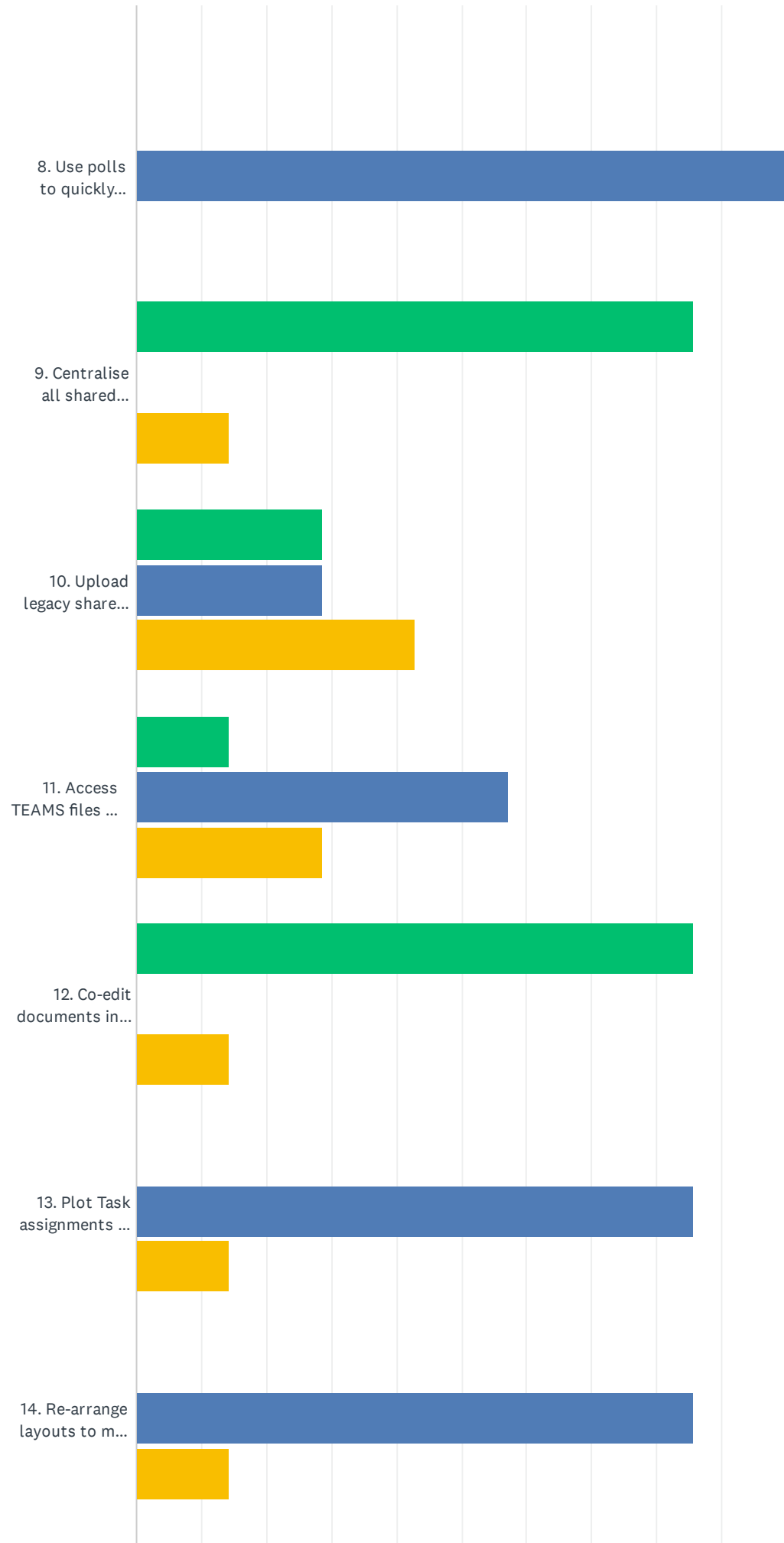
🟩 Doing Alrea…　🟦 Yes, would l…　🟨 Not required

	DOING ALREADY	YES, WOULD LIKE TO	NOT REQUIRED	TOTAL
1. Simplify shared workflow processes to gain time and reliability?	14.29% 1	85.71% 6	0.00% 0	7
2. Prioritise incoming messages to focus on important work?	0.00% 0	100.00% 7	0.00% 0	7
3. Replace internal email with messages to speed-up internal communications?	42.86% 3	14.29% 1	42.86% 3	7
4. Transfer some calls to messaging to gain time	14.29% 1	42.86% 3	42.86% 3	7
5. Group messages by topic to see whole conversations?	14.29% 1	85.71% 6	0.00% 0	7
6. Make messages easier to read for recipients + add file links?	14.29% 1	71.43% 5	14.29% 1	7
7. Set-up Tasks on Messages for later action or follow-up?	14.29% 1	85.71% 6	0.00% 0	7
8. Use polls to quickly consolidate opinions instead of messages?	0.00% 0	100.00% 7	0.00% 0	7
9. Centralise all shared files to make access easy for all?	85.71% 6	0.00% 0	14.29% 1	7
10. Upload legacy shared filing for easy transfers to TEAMS?	28.57% 2	28.57% 2	42.86% 3	7
11. Access TEAMS files in Explorer for speed?	14.29% 1	57.14% 4	28.57% 2	7
12. Co-edit documents in real-time for time saving?	85.71% 6	0.00% 0	14.29% 1	7
13. Plot Task assignments in meetings for all to view & monitor progress?	0.00% 0	85.71% 6	14.29% 1	7
14. Re-arrange layouts to make it easier to prioritise & focus?	0.00% 0	85.71% 6	14.29% 1	7
15. Prioritise Notifications to minimise interruptions?	0.00% 0	100.00% 7	0.00% 0	7

Q4 What Apps are you currently using in Teams? Check all that apply.

Answered: 6   Skipped: 1

ANSWER CHOICES	RESPONSES	
Tasks by Planner & To Do	0.00%	0
Word, Excel, PowerPoint	83.33%	5
OneNote	50.00%	3
Forms	16.67%	1
Power Automate (Flow)	0.00%	0
Total Respondents: 6		

#	OTHER (PLEASE SPECIFY)	DATE
	There are no responses.	

Q5 How much of your internal communications are done through Teams? (Messaging, chat, meetings, internal calls)

Answered: 7   Skipped: 0
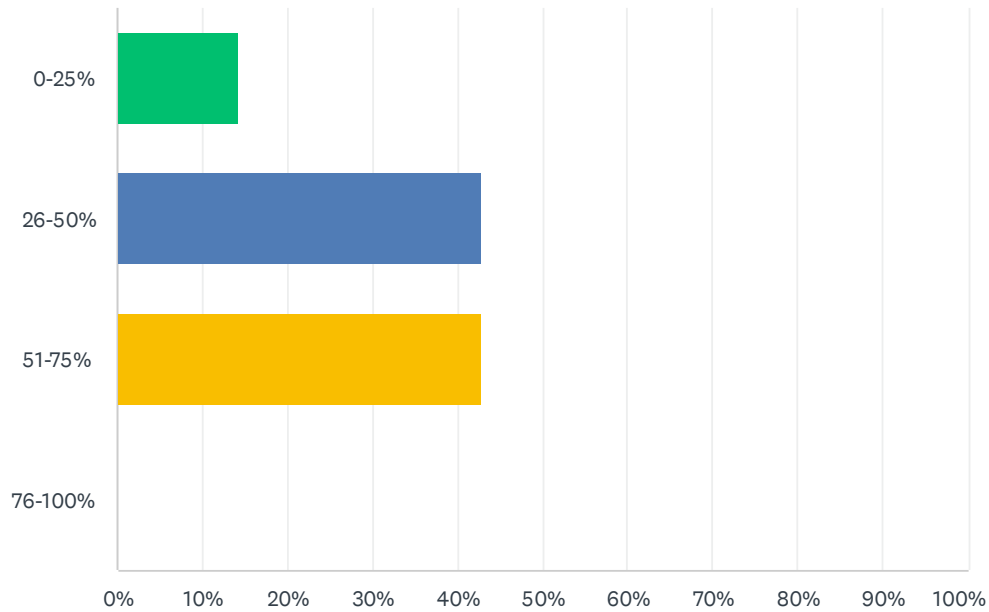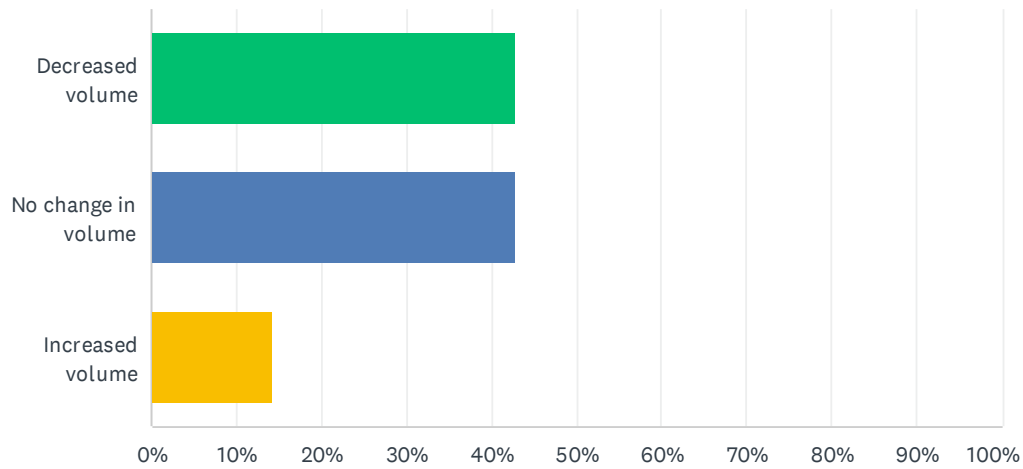

ANSWER CHOICES	RESPONSES	
0-25%	14.29%	1
26-50%	42.86%	3
51-75%	42.86%	3
76-100%	0.00%	0
TOTAL		7

Q6 How has working with Microsoft Teams affected your email volume?
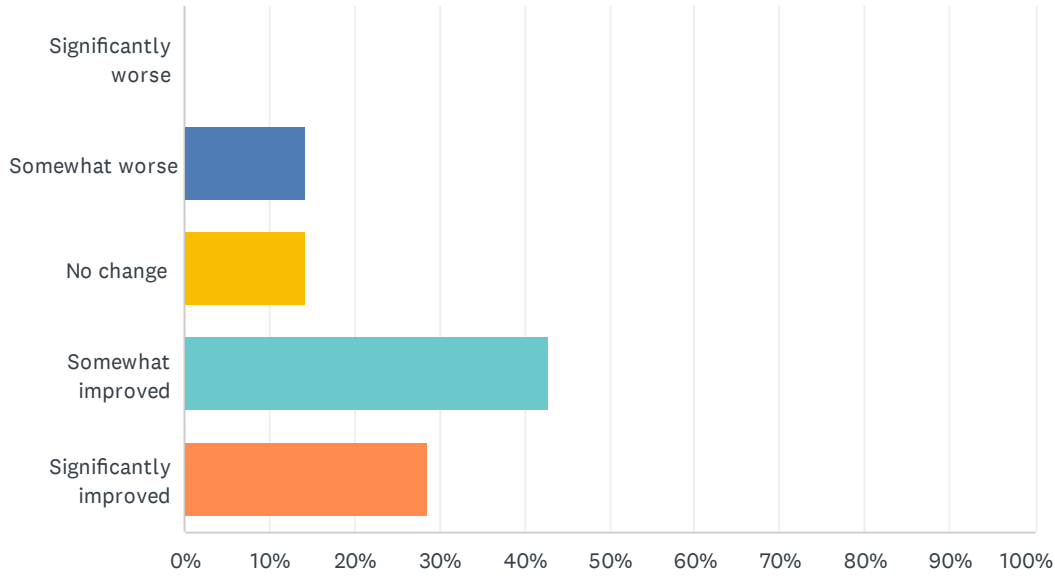
Answered: 7   Skipped: 0

ANSWER CHOICES	RESPONSES	
Decreased volume	42.86%	3
No change in volume	42.86%	3
Increased volume	14.29%	1
TOTAL		7

Q7 How has the effectiveness of your internal communications been impacted since using Microsoft Teams?

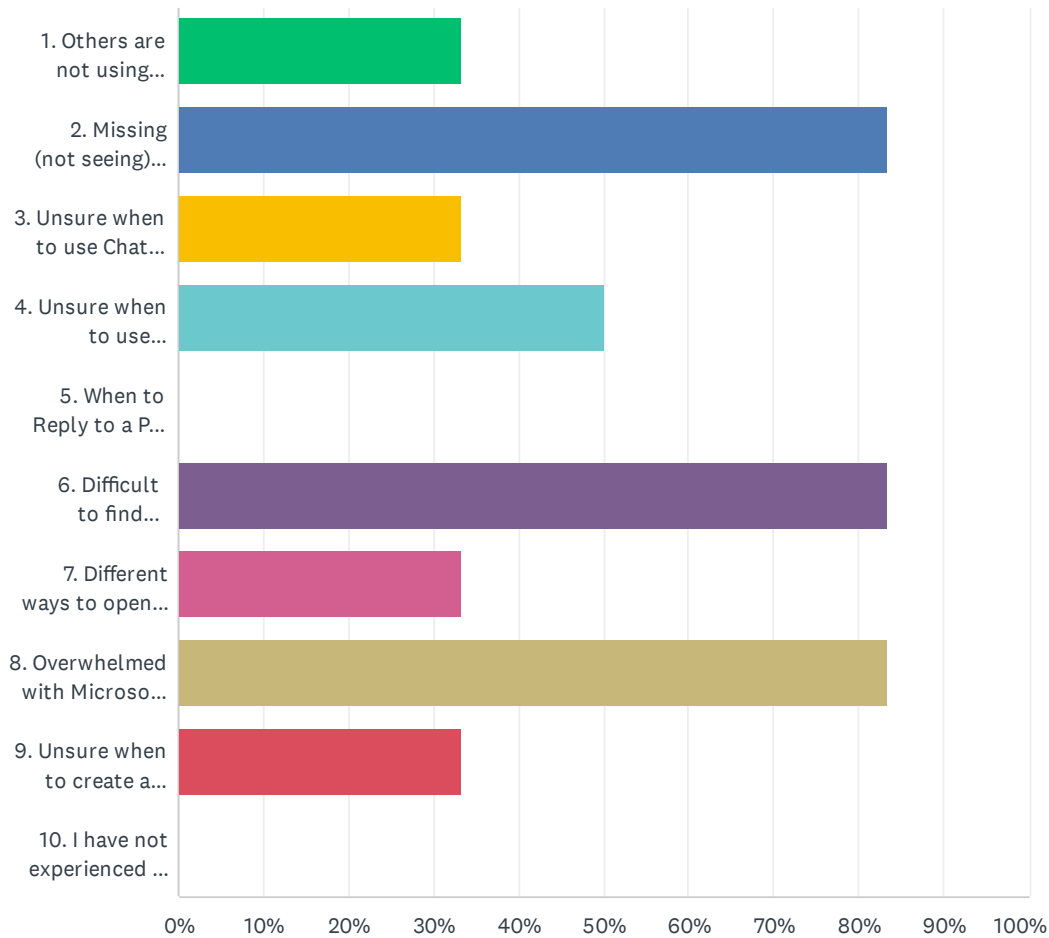Answered: 7   Skipped: 0

ANSWER CHOICES	RESPONSES	
Significantly worse	0.00%	0
Somewhat worse	14.29%	1
No change	14.29%	1
Somewhat improved	42.86%	3
Significantly improved	28.57%	2
TOTAL		7

Q8 What challenges have you experienced using Microsoft Teams? Check all that apply.

Answered: 6   Skipped: 1

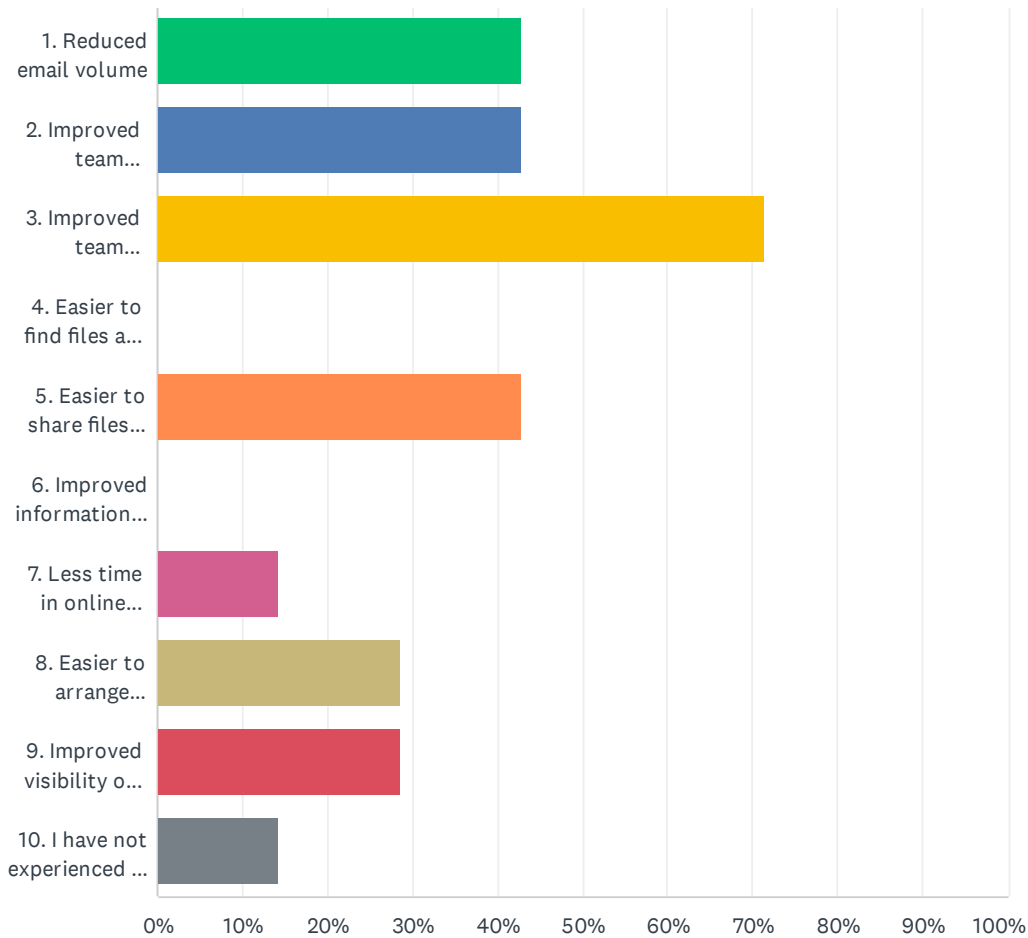| ANSWER CHOICES	RESPONSES	
1. Others are not using Microsoft Teams to communicate	33.33%	2
2. Missing (not seeing) key messages	83.33%	5
3. Unsure when to use Chat versus Channel Post	33.33%	2
4. Unsure when to use Microsoft Teams and when to use email	50.00%	3
5. When to Reply to a Post and when to start a New Conversation	0.00%	0
6. Difficult to find information	83.33%	5
7. Different ways to open and edit Files	33.33%	2
8. Overwhelmed with Microsoft Teams notifications	83.33%	5
9. Unsure when to create a Team or a Channel	33.33%	2
10. I have not experienced any challenges	0.00%	0
Total Respondents: 6		

#	OTHER (PLEASE SPECIFY)	DATE

1	**Confidential client comments deleted**	9/28/2023 4:52 PM
2		9/25/2023 4:50 PM
3		9/25/2023 9:17 AM

Q9 What benefits have you experienced since using Microsoft Teams? Check all that apply.

Answered: 7   Skipped: 0

ANSWER CHOICES	RESPONSES	
1. Reduced email volume	42.86%	3
2. Improved team communication	42.86%	3
3. Improved team collaboration	71.43%	5
4. Easier to find files and information	0.00%	0
5. Easier to share files with others	42.86%	3
6. Improved information sharing using OneNote in Microsoft Teams	0.00%	0
7. Less time in online meetings	14.29%	1
8. Easier to arrange meetings and calls	28.57%	2
9. Improved visibility of shared Tasks	28.57%	2
10. I have not experienced any major benefits	14.29%	1
Total Respondents: 7		

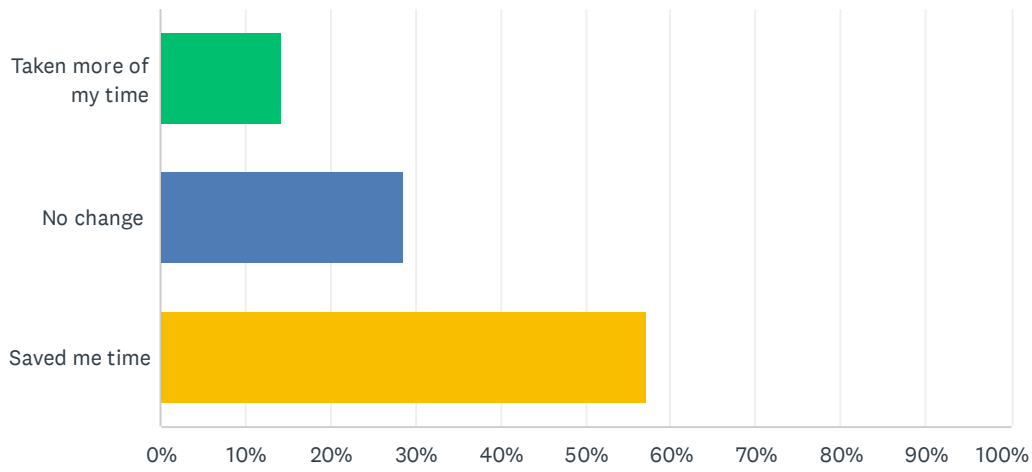| #	OTHER (PLEASE SPECIFY)	DATE

There are no responses.

Q10 What would make Microsoft Teams more beneficial to you or your team? Please give one suggestion.

Answered: 4   Skipped: 3

#	RESPONSES	DATE
1	**Confidential client comments deleted**	9/28/2023 4:52 PM
2		9/25/2023 4:50 PM
3		9/25/2023 3:13 PM
4		9/25/2023 9:17 AM

Q11 How has using Microsoft Teams affected your time?

Answered: 7   Skipped: 0

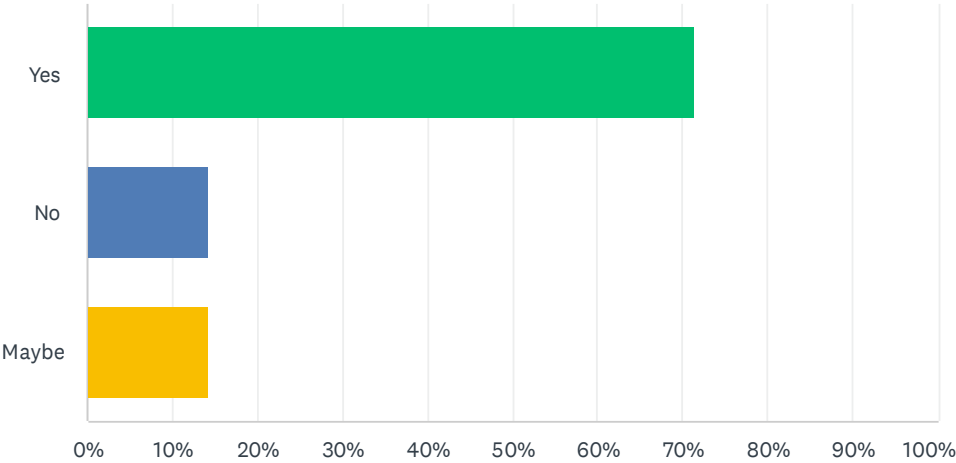| ANSWER CHOICES	RESPONSES	
Taken more of my time	14.29%	1
No change	28.57%	2
Saved me time	57.14%	4
TOTAL		7

Q12 Based on your experience to date, would you recommend using Microsoft Teams to your friends and colleagues?

Answered: 7   Skipped: 0

ANSWER CHOICES	RESPONSES	
Yes	71.43%	5
No	14.29%	1
Maybe	14.29%	1
TOTAL		7

Q13 Contact Information:

Answered: 7   Skipped: 0

ANSWER CHOICES	RESPONSES	
Full Name	100.00%	7
Company	100.00%	7
Email address	100.00%	7

#	FULL NAME	DATE
1		9/28/2023 9:39 PM
2		9/28/2023 4:52 PM
3		9/28/2023 12:57 PM
4		9/26/2023 8:07 AM
5		9/25/2023 4:50 PM
6		9/25/2023 3:13 PM
7		9/25/2023 9:17 AM

#	COMPANY	DATE
1		9/28/2023 9:39 PM
2		9/28/2023 4:52 PM
3		9/28/2023 12:57 PM
4		9/26/2023 8:07 AM
5		9/25/2023 4:50 PM
6		9/25/2023 3:13 PM
7		9/25/2023 9:17 AM

#	EMAIL ADDRESS	DATE
1		9/28/2023 9:39 PM
2		9/28/2023 4:52 PM
3		9/28/2023 12:57 PM
4		9/26/2023 8:07 AM
5		9/25/2023 4:50 PM
6		9/25/2023 3:13 PM
7		9/25/2023 9:17 AM