Annexure - I
Annexure - I

Questionnaire for Pilot Study

This questionnaire is intended to collect the information regarding collaboration & use of collaborative tools (Groupware) for the partial fulfillment of the requirements of Research work for D Phil Program of Department of commerce & Business Administration, University of Allahabad.

Collaboration means communicating and coordinating with other members of the group/team for the purpose of achieving group as well as individual work objectives. The general activities in collaboration may be mailings, meetings, voice or video conferencing, scheduling tasks, scheduling meetings, providing feedback on regular basis etc. Such collaborative activities are now supported by some computer supported tools known as Groupware.

-Kindly provide some details about you:

Name & Address of the Organization: IFFCO, Phulpur, Allahabad

Name of Employee/Executive:

Designation:

Contact No.:

Email- Id:

Kindly answer the following questions which are purely for academic research purpose.

Group 1: Awareness of Collaboration

1. Are most important goals of your unit need high degree of collaboration?
   1.1 I strongly agree
   1.2 Moderate level of collaboration is sufficient
   1.3 Low degree of collaboration is sufficient
   1.4 I totally disagree as collaboration need is insignificant
2. Percentage of tasks in your job that need to have collaboration with other members?
   2.1 More than 90% tasks in my job need collaboration with other members
   2.2 70% - 90% tasks
   2.3 50% - 70% tasks
   2.4 30% - 50% tasks
   2.5 10% - 30% tasks
   2.6 Below 10% tasks

3. What level of employees need proper collaboration for completion of their tasks?
   3.1 Top level executives
   3.2 Middle level of executives
   3.3 Lower level of employees
   3.4 All level of employees
   3.5 None

4. Write three most important tasks in your own job that need collaboration to complete.
   4.1 ------------
   4.2 ------------
   4.3 ------------
   4.4 I do not have such tasks that need any collaboration

**Group 2: Time spent on communication /collaboration on an average**

5. Percentage of working time spent in a day on communication / collaboration.
   5.1 More than 75% of working time
   5.2 50% - 75% of working time
   5.3 25% - 50% of working time
   5.4 10% - 25% of working time
   5.5 Less than 10% of working time
6. Write three things where more time is spent in terms of collaboration.
   6.1 -----------
   6.2 -----------
   6.3 -----------
   6.4 I do not recognize any such task

Group 3: Challenges faced in the process of Collaboration

7. Percentage number of times persons were unavailable when trying to collaborate.
   7.1 More than 60 %
   7.2 40% - 60%
   7.3 20% - 40%
   7.4 Less than 20%

8. Person needed for urgent collaboration is unavailable due to official reasons.
   8.1 Most of the times
   8.2 At large number of times
   8.3 Sometimes
   8.4 Never

9. Information sought is important to complete your task and it is not received in time.
   9.1 Most of the times
   9.2 At large number of times
   9.3 Sometimes
   9.4 Never

10. Information is incomplete and needs immediate clarification but other end unavailable.
   10.1 Most of the times
   10.2 At large number of times
   10.3 Sometimes
   10.4 Never
11. Select three most significant challenges in effective collaboration you faced.
   11.1 Lack of time to collaborate effectively
   11.2 Unavailability of persons when needed
   11.3 Lack of proper information (inaccurate/incomplete/un-updated)
   11.4 Being delayed in communication/collaboration
   11.5 Fear to disturb some important persons
   11.6 Not being possible to communicate every significant person on important matters

Group 4: Awareness of Tools /Methods for Collaboration

12. Write three tools / methods that you know or use for collaboration.
   12.1 ------
   12.2 ------
   12.3 ------

13. Three computer supported collaborative tools which you know or use in collaboration.
   13.1 ------
   13.2 ------
   13.3 ------

Group 5: Availability of tools for collaboration

14. Is your unit using any computer supported tool for collaboration?
   14.1 Yes
   14.2 No
   14.3

If yes write the name of that tool.------------------------

15. Available collaborative tools in your unit support what?
   15.1 All important group as well as individual work goals
   15.2 Only few goals and others are not supported with the current tool
   15.3 Does not support the most important goals.
16. Suitability of collaborative tool (Groupware) in collaborative needs of your individual role.
   16.1 Well supports my role
   16.2 Moderately supports
   16.3 Very less support for my role (negligible)

Group 6: Usage of tools for collaboration

17. Extent of usage of collaborative tool (Groupware) in your unit for the collaborative needs?
   17.1 Used for all collaborative needs
   17.2 Used moderately
   17.3 Installed but it has limited usage

18. Write collaborative activities well executed with the help of collaborative tool (Groupware) in your unit.
   18.1
   18.2
   18.3
   18.4
   18.5
   18.6 I do not know any such activity.

19. Write collaborative activities where collaborative tool (Groupware) is not used or usage is negligible.
   19.1
   19.2
   19.3
   19.4
   19.5
   19.6 I do not know any such activity
Group 7: Impact of usage of Collaborative tools

20. Role of collaborative tool (Groupware) in achieving your Unit goals?
   20.1 Excellent Role
   20.2 Very Important role
   20.3 Not Important role
   20.4 Does not have role at all

21. Role of collaborative tool (Groupware) in achieving your individual work goals?
   21.1 Excellent
   21.2 Very Important
   21.3 Not Important
   21.4 Does not have role at all

22. Role of collaborative tool (Groupware) in clearly understanding what you are supposed to do to help your organisation in achieving its goals?
   22.1 Significant Role
   22.2 Average role
   22.3 Does not play any role at all

23. Role of collaborative tool (Groupware) in planning process in your unit?
   23.1 Significant Role
   23.2 Average role
   23.3 Does not play any role at all

24. Role of collaborative tool (Groupware) in assigning tasks and following through the plans in your unit?
   24.1 Significant Role
   24.2 Average role
   24.3 Does not play any role at all

25. Role of collaborative tool (Groupware) in energetic and creative communication in your unit?
   25.1 Significant Role
   25.2 Average role
   25.3 Does not play any role at all
26. Role of collaborative tool (Groupware) in maintaining an understanding of roles and responsibilities between you and your manager?
   26.1 Significant Role
   26.2 Average role
   26.3 Does not play any role at all

27. Role of collaborative tool (Groupware) in routine reporting on progress towards goals?
   27.1 Significant Role
   27.2 Average role
   27.3 Does not play any role at all

28. Role of collaborative tool (Groupware) in maintaining accountability for reaching to commitments on time?
   28.1 Significant Role
   28.2 Average role
   28.3 Does not play any role at all

29. Role of collaborative tool (Groupware) in making measures for tracking progress visible and accessible to everyone?
   29.1 Significant Role
   29.2 Average role
   29.3 Does not play any role at all

30. Role of collaborative tool (Groupware) in identifying and scheduling activities around most important goals of your unit?
   30.1 Significant Role
   30.2 Average role
   30.3 Does not play any role at all

31. Role of collaborative tool (Groupware) in taking initiative and staying on the tasks till they are completed?
31.1 Significant
31.2 Average
31.3 Does not play any role at all
Annexure - II
Annexure - II

Questionnaire

This questionnaire is intended to collect the information regarding collaboration & use of Collaborative tools (Groupware) for the partial fulfillment of the requirements of Research work for D Phil Program of Department of Commerce & Business Administration, University of Allahabad.

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Name of Employee/Executive:

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Kindly answer the following questions which are purely for academic research purpose.

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   1.5 I strongly agree
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   1.8 I totally disagree as collaboration need is insignificant
2. Percentage of tasks in your job that need to have collaboration with other members?
   2.7 More than 90% tasks in my job need collaboration with other members
   2.8 70% - 90% tasks
   2.9 50% - 70% tasks
   2.10 30% - 50% tasks
   2.11 10% - 30% tasks
   2.12 Below 10% tasks

3. What level of employees need proper collaboration for completion of their tasks?
   3.6 Top level executives
   3.7 Middle level of executives
   3.8 Lower level of employees
   3.9 All level of employees
   3.10 None

**Group 2: Time spent on communication/collaboration on an average**

4. Percentage of working time spent in a day on communication/collaboration.
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   4.3 25% - 50% of working time
   4.4 10% - 25% of working time
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**Group 3: Challenges faced in the process of Collaboration**

5. Percentage number of times persons were unavailable when trying to collaborate.
   5.1 More than 60%
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6. Person needed for urgent collaboration is unavailable due to official reasons.
   6.1 Most of the times
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7. Information sought is important to complete your task and it is not received in time.
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8. Information is incomplete and needs immediate clarification but other end unavailable.
   10.5 Most of the times
   10.6 At large number of times
   10.7 Sometimes
   10.8 Never

9. Select the most significant challenges in effective collaboration you faced.
   11.7 Lack of time to collaborate effectively
   11.8 Unavailability of persons when needed
   11.9 Lack of proper information (inaccurate/incomplete/un-updated)
   11.10 Being delayed in communication/collaboration
   11.11 Fear to disturb some important persons
   11.12 Not being possible to communicate every significant person on important matters

**Group 4: Awareness of Tools /Methods for Collaboration**

10. Which of the following collaborative tool is mostly used by you? (Select only one.)
   12.4 Email/Electronic Messaging
   12.5 Video Conferencing
12.6 Audio Conferencing
12.7 Document Managing Software
12.8 Discussion Databases
12.9 Group Scheduling & Calendaring
12.10 Group Decision Support systems
12.11 Work Flow Management systems
12.12 Electronic White boarding
12.13 Any other tools (please write all others you use)

**Group 5: Availability of tools for collaboration**

11. Is your unit using any computer supported tool (Groupware) for collaboration?
   14.4 Yes
   14.5 No

If yes please write the name of Groupware used in your unit

12. Available collaborative tools in your unit support what?
   12.1 All important group as well as individual work goals
   12.2 Only few goals and others are not supported with the current tool does
       not support the most important goals.

13. Suitability of collaborative tool (Groupware) in collaborative needs of your
    individual role.
   16.4 Well supports my role
   16.5 Moderately supports
   16.6 Very less support for my role (negligible)

**Group 6: Usage of tools for collaboration**

14. Extent of usage of collaborative tool (Groupware) in your unit for the
    collaborative needs?
   17.4 Used for all collaborative needs
   17.5 Used moderately
   17.6 Installed but it has limited usage
Group 7: Impact of Usage of Collaborative Tools

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   20.5 Excellent Role
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   20.8 Does not have role at all

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   21.5 Excellent 6
   21.6 Very Important
   21.7 Not Important
   21.8 Does not have role at all

17. Role of collaborative tool (Groupware) in clearly understanding what you are supposed to do to help your organisation in achieving its goals?
   22.4 Significant Role
   22.5 Average role
   22.6 Does not play any role at all

18. Role of collaborative tool (Groupware) in planning process in your unit?
   23.4 Significant Role
   23.5 Average role
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19. Role of collaborative tool (Groupware) in assigning tasks and following through the plans in your unit?
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   26.4 Significant Role
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   26.6 Does not play any role at all

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26. Role of collaborative tool (Groupware) in taking initiative and staying on the tasks till they are completed?
   31.4 Significant
   31.5 Average
   31.6 Does not play any role at all