



HPW IT ACTIVITY SURVEY INSTRUCTIONS

**CAROL ELLINGER HADDOCK, PE
DIRECTOR**

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Survey Introduction

To begin the survey



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Introduction

About you

Select activities

How you work

Review

Welcome and thank you for taking the time to complete the Individual Activity Analysis survey. This survey should take between 10 - 20 minutes. If you need to step away from the survey at any point, save your progress using the "Save" button in the lower left of the survey screen and return by following the link provided in the original email.

If you have any questions regarding the survey or if you experience any technical issues please email the system administrator at cohsurveyssupport@accenture.com. Click the "Begin" button to start the survey.

Please click on the link here to access the survey instructions booklet and FAQs. (Link to be updated here)



1

Click 'Begin' to initiate the survey.
If you are unable to open the survey, copy the link and paste it into your browser.

Begin



About you

Introduction

About you

Select activities

How you work

Review

Complete and validate the information below.
All required fields are displayed in red and marked with an asterisk *

Please validate the following information. If Division and/or Position/Titles are incorrect, please update with correct information.

* Division

* Position/Titles

1 Your current Division and Position/Titles will be prepopulated based on HR Data. If the information is incorrect, override and edit it here.

* How many hours do you work per week on average?

* How many days do you work per week?

2 Complete the questions here. You will only be able to input numbers.

* Do you use any IT/OT applications in performing your regular work activities?

Yes

No


3 Select 'Yes' or 'No' as instructed. If you select 'Yes', 5 boxes will appear to list the top 5 applications that you use. You will need to respond with at least 1 application but can answer with up to 5. Please fill one application name per box.

Back

Save

Continue

4 Click 'Continue' to move to the next section.



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3

Select Activities

Introduction

About you

Select activities

How you work

Review

Activity Groups

Below you will find a list of IT / OT activities by category.

Instructions: Identify all of the activities that are applicable to your role by selecting them below.

Please select 'Non-IT/OT Activities' in the below list if:

• you don't perform any IT/OT activities, or

• your role involves non-IT/OT responsibilities in addition to IT/OT-related work.

☒ Business/ Customer Relationship Management

☐ Service / Enterprise Architecture Strategy

☐ Service / Applications Development

☐ Service/ Applications

Activity List

Groups: Business/ Customer Relationship Management

Search for activity

Collapse All

Business/ Customer Relationship Management

☒ Service Line Demand Management

☐ Business Impact Management

☐ Service Level Management

☐ Others- Business/ Customer Relationship Management

(1) Selected Activities

Business/ Customer Relationship Ma... 1

Service Line Demand Management

1

Select the activity groups relevant to your job. Remember to select 'Non-IT/OT Activities' if it is applicable for you.

Refer to the appendix of this document for the complete IT Process Taxonomy which captures all Activity Groups and Activities on one page.

Information Technology: Activity Details

INFORMATION TECHNOLOGY											
Category	Sub-category	Activity Group	Activity	Activity	Activity	Activity	Activity	Activity	Activity	Activity	Activity
Business/ Customer Relationship Management	Business/ Customer Relationship Management	Business/ Customer Relationship Management	Business/ Customer Relationship Management	Business/ Customer Relationship Management	Business/ Customer Relationship Management	Business/ Customer Relationship Management	Business/ Customer Relationship Management	Business/ Customer Relationship Management	Business/ Customer Relationship Management	Business/ Customer Relationship Management	Business/ Customer Relationship Management
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Service / Enterprise Architecture Strategy	Service / Enterprise Architecture Strategy	Service / Enterprise Architecture Strategy	Service / Enterprise Architecture Strategy	Service / Enterprise Architecture Strategy	Service / Enterprise Architecture Strategy	Service / Enterprise Architecture Strategy	Service / Enterprise Architecture Strategy	Service / Enterprise Architecture Strategy	Service / Enterprise Architecture Strategy	Service / Enterprise Architecture Strategy	Service / Enterprise Architecture Strategy
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Service / Applications Development	Service / Applications Development	Service / Applications Development	Service / Applications Development	Service / Applications Development	Service / Applications Development	Service / Applications Development	Service / Applications Development	Service / Applications Development	Service / Applications Development	Service / Applications Development	Service / Applications Development
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	Service/ Applications	Service/ Applications	Service/ Applications	Service/ Applications	Service/ Applications	Service/ Applications	Service/ Applications	Service/ Applications	Service/ Applications	Service/ Applications	Service/ Applications

2

Select from the list of activities for each activity group that you selected in step 1. If your activity is not listed, select 'Others.'

3

Click 'Continue' to move to the next section.

Back

Showing: 4/66 activities

Save

Continue

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How you work

Introduction

About you

Select activities

How you work

Review

Instructions: Indicate the percentage of your work week that is dedicated to each activity.
Note: Activities must total to 100%

Collapse all

Business/ Customer Relationship Management (100.00%)

Service Line Demand Management

Others- Business/ Customer Relationship Management

What percentage of your total work hours you typically spend on this activity?

50

Is this activity core to your role?

YesNo

What percentage of your total work hours you typically spend on this activity?

50

Is this activity core to your role?

YesNo

Please write the name of the activity you mention as "Others".

Name of the Activity Mentioned as "Others"

Back

Save

Continue

1

Select 'Expand All' to expand the questions.

2

Complete this section using numbers only. *Note that this is a percentage.*

3

Select 'Yes'/'No' as instructed.

4

If you selected "Others" on the last page, write the name of the specific activity.

Please ensure that the sum of all the activities equals 100%

5

Click 'Continue' to move to the next section.

Activity summary

Total time allocated

100.00%

Activities 2/2 allocated

Business/ Customer Relationship Management (2/2 allocated)

100.00%



Review

Introduction

About you

Select activities

How you work

Review

About you

Please validate the following information. If Division and/or Position/Titles are incorrect, please update with correct information.

Division
Accenture

Position/Titles
Analyst

How many hours do you work per week on average?
40

How many days do you work per week?
5

Do you use any IT/OT applications in performing your regular work activities?
No

How you work

Total time allocated (100.00%)

Business/ Customer Relationship Management (100.00%)

1 activity

Business/ Customer Relationship Management		(100.00)%
Service Line Demand Management		
What percentage of your total work hours you typically spend on this activity? 100	Is this activity core to your role? Yes	

1

Review all your responses and click 'Submit.'

SaveSubmit

Back



Submission Confirmation

A page will pop-up confirming successful submission of the survey.



Submission Successful

Thanks for taking your time to complete the survey. For any queries/concerns regarding the survey, kindly reach out to cohsurveysupport@accenture.com at the earliest.

APPENDIX

Information Technology: Activity Details

L1	INFORMATION TECHNOLOGY									
L2	Business/ Customer Relationship Mgmt.	Service/ Enterprise Architecture Strategy	Service/ App. Dev.	Service/ Applications Management	Infrastructure Management		Risk & Security Mgmt.	IT Mgmt.	Business Enablement Services	Supplier Relationship Management
L3 activities (non-exhaustive)	Service Line Demand Management	IT Strategy Formulation	Service / Apps. Portfolio Management	Incident Management	Datacenter Capacity Management	Server Management	Information Protection	Commercial Services Management	Collaboration tool Enablement Services	Strategic Supplier Management
	Business Impact Mgmt.	Investment/ Budget Planning	Program & Project Management	Technical Security Management	Availability Management	Middleware / Messaging Enablement	Application Security	Procurement & Accounting Operations	Service Support	Operational Supplier Management
	Service Level Mgmt.	Demand & Supply Management	New Projects - Plan, Analyze, Design, Build, Test	Apps and Licensing monitoring & reporting	Environment Provisioning Management	Technical Support	Infrastructure Security	Talent Management	Desktop, Laptop & Peripherals Management	Continual Improvement
		Planning & Scheduling	Service / Applications Introduction	Access Management	Asset & Configuration Management	Backup / Restore Management	IT Service Continuity	HR Operations & Support	Workflow / Process Automation	
		EA Planning and Governance	Change Management	Service / Apps. Request Management	Storage Enablement	Archive Management		Enterprise Performance Management	Business Intelligence / Big Data Analytics	
		Architecture Development	Release & Deployment Management		Hosting Enablement	Batch Job Scheduling				
			Enterprise Data & Process Models		Telecom Enablement	Lease & License Management				
		Technology Innovation Management	Database Management			EA Standards & Reference Architectures				
					EA Asset Maintenance Services					

