Sample: Rapid Assessment

Do you currently use any of the following collaboration tools (for personal or business use)? If so, please mark (✓) below how often you use it.

Collaboration Tool	Frequent user (daily / weekly)	Infrequent user (monthly or less)	Do not use / never tried
Facebook			
LinkedIn / Xing			
Instant Messaging (e.g., iChat, MSN Skype, Messenger)			
Product Ratings (e.g. Amazon ratings, Ratings for electronics)			
Discussion forums			
Personalized webpage (e.g. Windows Live, iGoogle, My Yahoo)			
Blogs			
Twitter			
Online photo sharing (e.g. Flickr, Instagram)			
Video sharing (e.g., YouTube)			
Online scheduling (e.g., Google Calendar, Doodle)			

Others _____

Section 3:

For the following areas, please select the top 5 things that would like to use the collaboration platform for (Rate from 1 to 5 in order of priority, 1 being the highest priority). Please select only 5 options.

☐ View profiles of members including personal and professional background, experiences, skills and knowledge

☐ Share documents, data and information with other members of the group

☐ Work on documents with a small group of people more effectively

☐ Communicate instantly with other members of the group

☐ Conduct discussions online, create polls as well as ask and answer questions within the group

☐ Set-up and schedule meetings, calls or events easily

☐ Receive information (dates of events, meeting minutes, decisions, updates, plans) from group management easily

☐ Have a complete overview of the on-going work in team and the status of assigned activities

☐ Link to current social media channels or online profiles (e.g., LinkedIn, Xing etc.)

☐ Share posts, comments or updates on social media channels (e.g., Twitter, Facebook etc.)

What kind of information do you need / would like to share with or have access to from others in the group?

Are you aware of any tools, applications or platforms that you feel could enhance the way the group will work?

Tools / Applications / Platforms	Why would it enhance the way we work?
1.	
2.	
3.	