

Change Management Survey User Guide

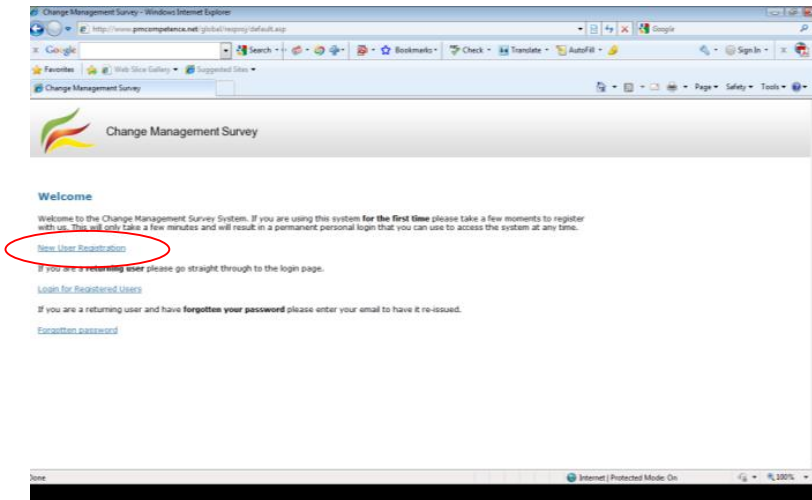
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Registration

To begin go to <http://www.pmcompetence.net/global/resproj/default.asp>

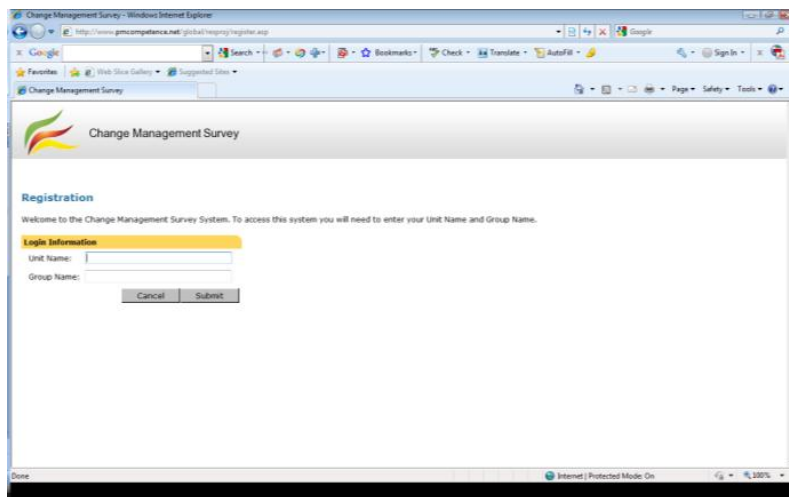
To register as a new user click on New User Registration



Enter the Unit and Group Name you were sent in an email from your company administrator. If you are an individual completing the survey please enter

Unit: Change

Group: Individual

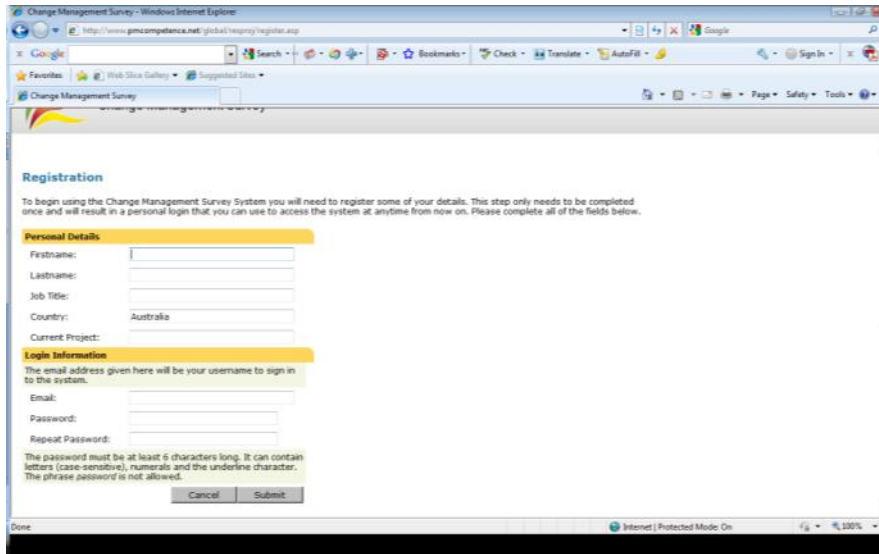


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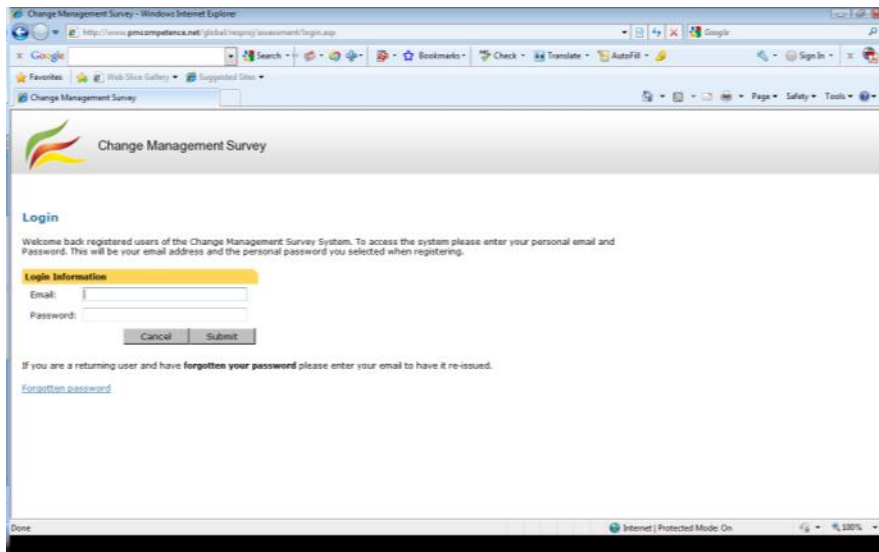
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Complete the registration form, your personal details will only be used to allow you to access the survey and return to collect your results. Your details will not be used for any other purpose.



The screenshot shows a web browser window titled "Change Management Survey - Windows Internet Explorer". The address bar shows the URL "http://www.gmccompetence.net/global/teqny/register.asp". The page content includes a "Registration" heading and instructions: "To begin using the Change Management Survey System you will need to register some of your details. This step only needs to be completed once and will result in a personal login that you can use to access the system at anytime from now on. Please complete all of the fields below." The form is divided into two sections: "Personal Details" and "Login Information". The "Personal Details" section includes fields for "Firstname:", "Lastname:", "Job Title:", "Country:" (with "Australia" selected), and "Current Project:". The "Login Information" section includes fields for "Email:", "Password:", and "Repeat Password:". A note below the password fields states: "The password must be at least 6 characters long. It can contain letters (case-sensitive), numerals and the underline character. The phrase password is not allowed." There are "Cancel" and "Submit" buttons at the bottom of the form.

You will be asked to log into the system please use the email address & password you created in the step described above.



The screenshot shows a web browser window titled "Change Management Survey - Windows Internet Explorer". The address bar shows the URL "http://www.gmccompetence.net/global/teqny/assessment/login.asp". The page content includes the "Change Management Survey" logo and a "Login" heading. The text reads: "Welcome back registered users of the Change Management Survey System. To access the system please enter your personal email and Password. This will be your email address and the personal password you selected when registering." The "Login Information" section includes fields for "Email:" and "Password:". There are "Cancel" and "Submit" buttons below the fields. Below the login fields, there is a note: "If you are a returning user and have forgotten your password please enter your email to have it re-issued." and a link labeled "Forgotten password".

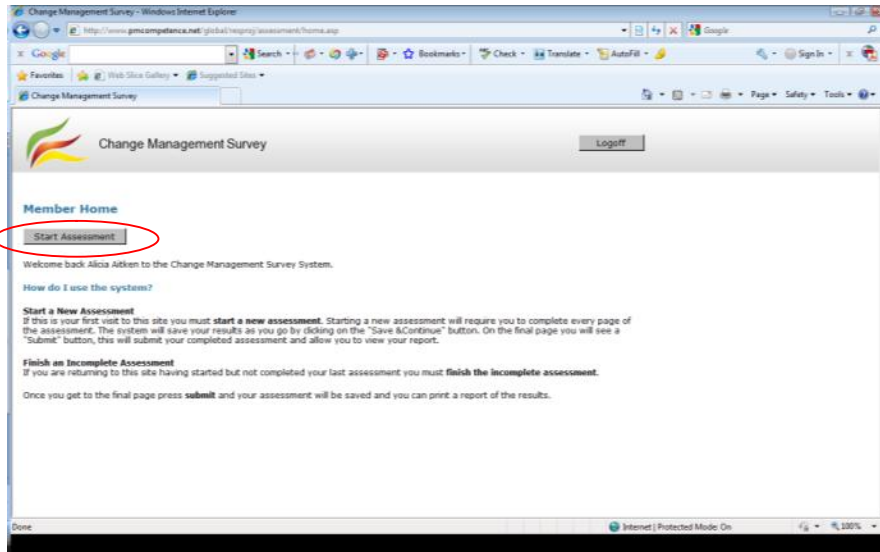
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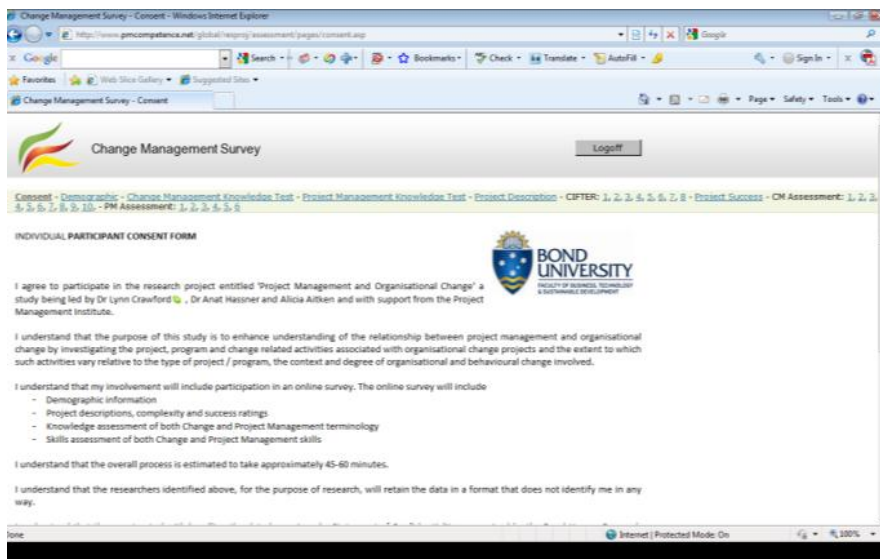
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Starting the Survey

Press “Start Assessment” to begin the survey



You will be asked to read and accept the consent form. This study is approved by Bond University Human Research Ethics.



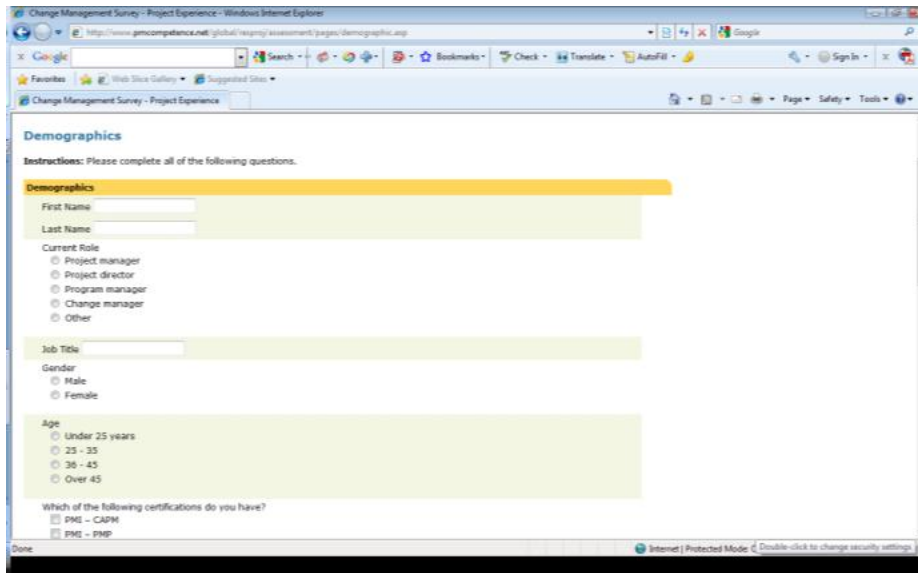
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Complete the survey, there are 5 parts

- Demographics
- Change Management Knowledge
- Project Management Knowledge
- Change Management Competencies
- Project Management Competencies



The image shows a screenshot of a web browser displaying a survey titled "Demographics". The browser's address bar shows the URL "http://www.gmc.competence.net/global/assessment/pages/demographic.asp". The survey form includes the following fields and options:

- Instructions:** Please complete all of the following questions.
- Demographics** (Section Header)
- First Name:** Text input field.
- Last Name:** Text input field.
- Current Role:** Radio button options: Project manager, Project director, Program manager, Change manager, Other.
- Job Title:** Text input field.
- Gender:** Radio button options: Male, Female.
- Age:** Radio button options: Under 25 years, 25 - 35, 36 - 45, Over 45.
- Which of the following certifications do you have?** (Section Header)
- PMI - CAPM
- PMI - PMP

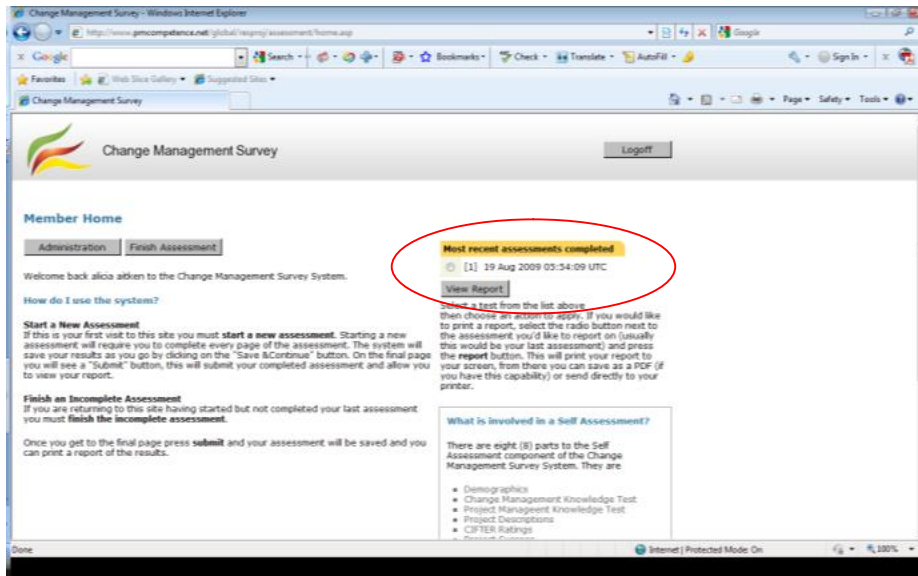
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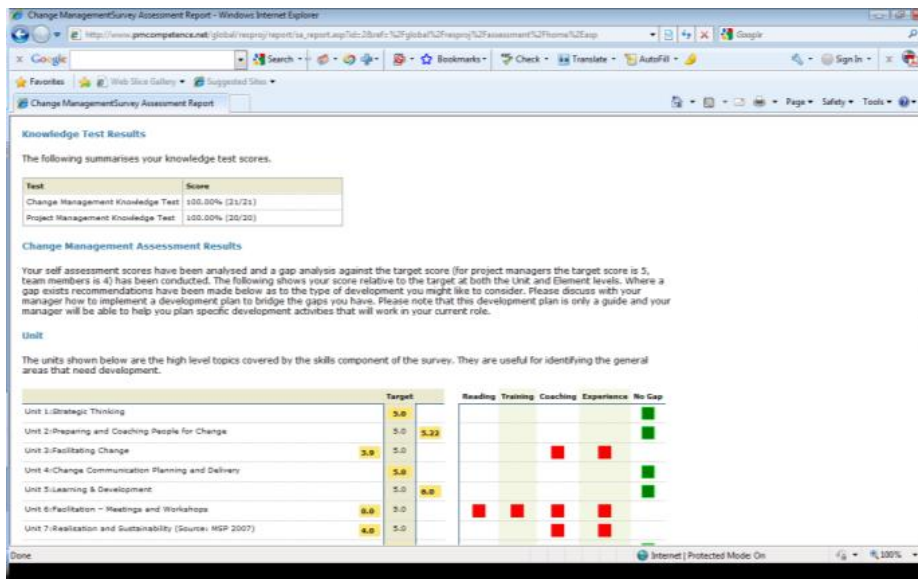
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Viewing your Personalised Report

When you finish you will be taken back to the start page where you can view your report. To do this select the most recent report and press View Report



Your personalised professional development report will appear on the screen. This is a private and confidential report intended to provide feedback to you based on your survey answers as a thank you for taking the time to help us with our research.



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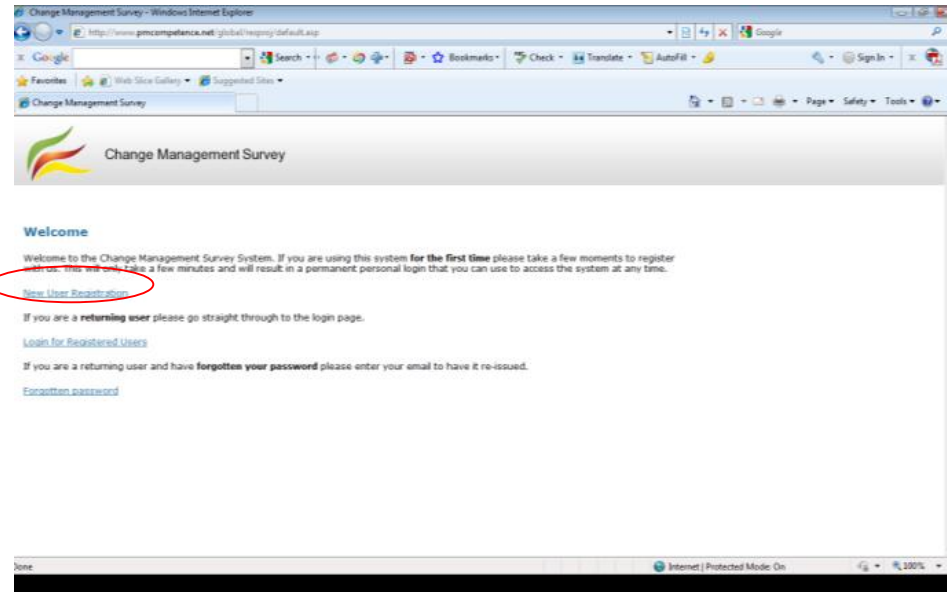
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Trouble Shooting

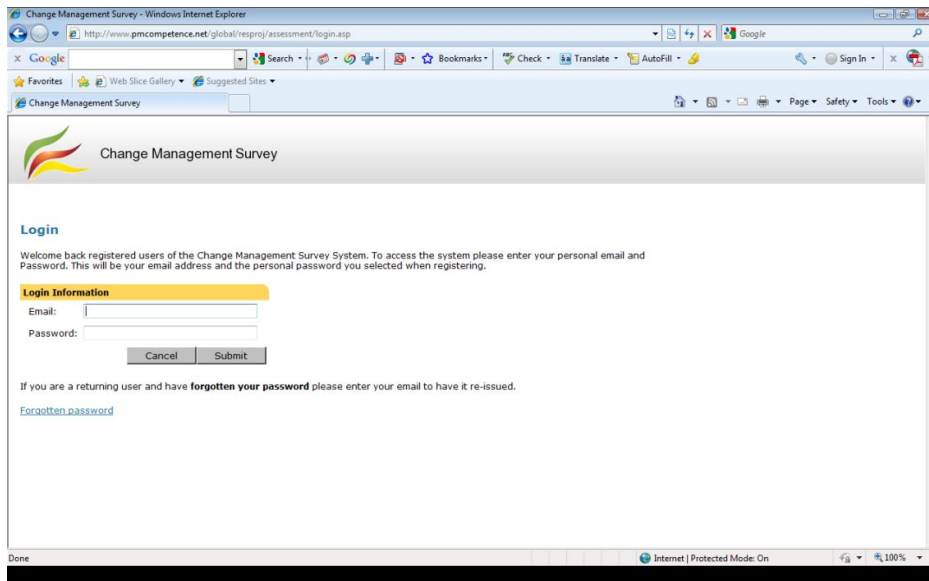
Logged Out - How to Log Back In

Go to <http://www.pmcompetence.net/global/resproj/default.asp>

Click on Login for Registered User



Enter your email address and password that you created during your original registration. This will let you back into the system.

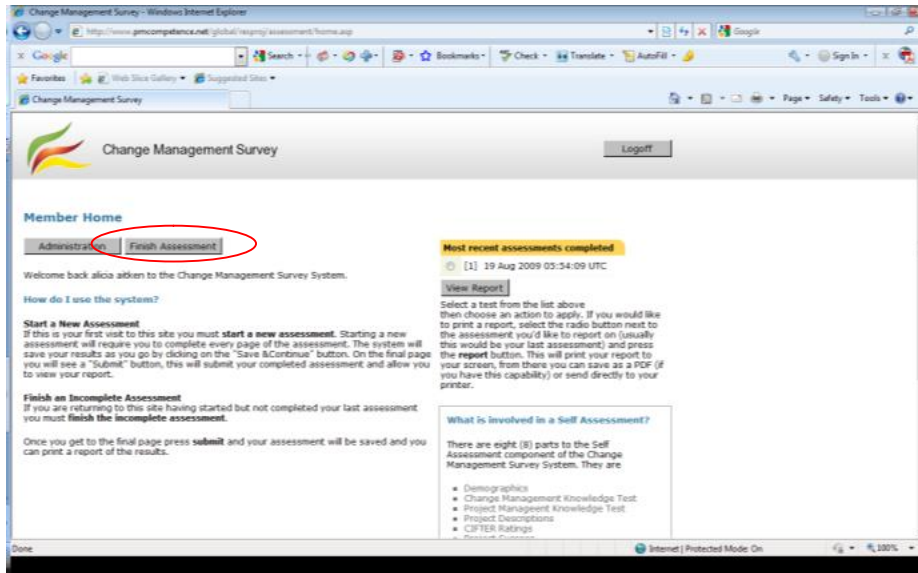


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If you have not yet finished your survey you can continue from where you left off by clicking FINISH ASSESSMENT.



Timed Out – Wait 20mins

This means that the connection between the server and your computer has been disconnected but your “session” is still active on the server. This can occur if you accidentally close your browser or a fault occurs somewhere in your computer. You will need to wait for up to 20mins then the server will reset your session and you will be allowed to log back in. To do so please follow the instructions above.

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