Appendix D
Provisioning Questionnaire

What is your position or job title? ____________________________

How many hours per week do you spend entering new data?
? 1-4 hours  ?  5-9 hours  ?  10-14 hours  ? Other, please specify___________

How many hours per week do you spend updating existing data?
? 1-4 hours  ?  5-9 hours  ?  10-14 hours  ? Other, please specify___________

How many hours per week do you spend validating the data in the Excel based Inventory system?
? 1-4 hours  ?  5-9 hours  ?  10-14 hours  ? Other, please specify___________

What do you use the Excel based Inventory system for? Please check all that apply.
? Creating a new part number  ? Updating an existing part number  ? Deleting an existing part number
? Viewing part numbers and the corresponding data  ? All of the above
? None of the above  ? Other, please specify__________________

How do you enter a new record in the Excel based Inventory system?
? Manually  ? Using macros  ? Copy data from an existing spreadsheet  ? Other, please specify___________

How do you update existing records in the Excel based Inventory system?
? Manually  ? Using macros  ? Copy data from an existing spreadsheet  ? Other, please specify___________

Does the Excel based Inventory system utilize any other functions?
? Yes  ? No  ? If yes, please specify what kind________________________

What do you like about using the Excel based Inventory system? Check all that apply.
? Easy to find what part number you are looking for  ? Table layout (friendly interface)  ? Easy to navigate
? Easy to understand  ? Ability to view specific records in a group  ? Other, please specify____________________

What do you not like about using the Excel based Inventory system? Check all that apply.
? Difficult to locate the part number you are looking for  ? Table layout  ? Time consuming
? Confusing  ? Hard to view specific records in a group  ? Other, please specify________________________

What would you like to see if the Excel based Inventory system was replaced with a new tool? Check all that apply.
? Easy to use  ? Easy to learn (little or no training)
? Log in screen that grants access to the system  ? Standard way to enter/update a record
? A history of part number for a specific part  ? A history of what person last updated a part number
? Way to view most current part numbers only  ? Other, please specify________________________

What do you think about the current data contained in the Excel based Inventory system?
? Contains unnecessary data  ? Contains all the necessary data  ? Missing important data
? If you checked the first choice, please specify what data is unnecessary________________________
? If you checked the third choice, please specify what is missing____________________________

What functions do you think you should be able to perform? Check all that apply.

How comfortable are you with using Microsoft Access as an application?
Not comfortable  1  2  3  4  Very comfortable  5