

Budget Training & Worksheet Completion Survey

Purpose: This survey is to determine your satisfaction level when completing the budget worksheet. We also are seeking input on additional resources needed in order to complete the worksheet.

Audience: This survey is for those that take part in the completion of the budget worksheet at any level.

We thank you for taking the time to complete the survey.

*** 1. Location:**

- RC
- MC
- OC

*** 2. Which best describes your role?**

- Department/Division Rep
- Dean
- VP
- Other (please specify)

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Training

This budget process started in 2011 to allow for more participation and transparency in the budget allocation process. In years passed trainings at multiple locations at various times were offered. This year (2015-16) one-on-one meetings were made available to those interested in learning how to complete the budget worksheet.

*** 3. Did you take the opportunity to meet with someone one-on-one to learn about the completing the budget process?**

- Yes
- No

4. If you responded "No" to the previous question, why?

- I was unaware that was available
- I did not have time
- I did not think I needed the additional training
- Other (please specify)

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Budget Worksheet

* 5. Before beginning the completion of the worksheet did you read and understand the instructions

- I did not read the instructions
- I read but did not fully understand the instructions
- I read and fully understood the instructions
- Other (please specify)

* 6. Where you able to connect the budget requests to Program Review?

- Yes
- No

7. If unable to connect the budget request to Program Review please tell us why

* 8. Where you able to connect the budget request to Strategic Planning?

- Yes
- No

9. If unable to connect the budget request to Strategic Planning please tell us why

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Budget Worksheet Rating

* 10. Please rate your satisfaction in the following areas:

	Satisfied	Neutral	Dissatisfied
Instructions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Format	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Process	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Due date / timeline	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

11. If you answered "Dissatisfied" please tell us why (list area)

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Areas of Improvement

* 12. Which resources/changes would be helpful in completing the budget worksheet process?

- Overall, additional training
- Clear Instructions
- Worksheet Format
- Defining the terms used
- Not Applicable
- Other (please specify)