Administrative Excellence

Email & Calendaring Consolidation
Use Case Survey Results

March, 2012

n=3,350; 6% response rate from 57,159 invitees
99% confidence; confidence interval of 2.16
Survey Overview

- The Administrative Excellence (AE) email and calendaring project team is developing recommendations for a potential consolidation of campus-wide email and calendaring systems.
- To better understand our campus community’s needs, and the potential implications of such a consolidation, the project team conducted a use case survey of students, faculty, and staff as one of the methods to assess possible options.
- More information on this and other AE projects can be found at http://adminexcellence.wisc.edu
Survey Executive Summary - Email

- A majority of employees spend over 2 hours per day on work-related email. Students report less of their day dedicated to email, with only 11 percent dedicating 2 hours or more.
- A third of students forward their UW email to Gmail. Employees are less likely to forward email, yet 20 percent of employees do so, with Gmail also the most popular forwarding destination.
- Thirty percent of students use a personal email account for all their University-related communication. While employees are less likely to use personal accounts in such a manner, over 40 percent report doing so on some level.
- A vast majority of employees and a majority of students use their UW email account to store important messages/attachments. Employees and students generally expect messages and attachments to be stored for as long as they are employed at UW.
- Seventy percent of employees use their UW email account for personal email on some level, with 10 percent using it for most or all of their personal email. Students are equally likely to be using their UW account for personal email.
- Employees note that a lack of necessary features and technical difficulty in migrating data are the primary barriers to adopting a new central email system. In addition to these perceived barriers, students are particularly concerned about straddling multiple email systems for personal use/school.
Survey Executive Summary - Calendaring

- Two-thirds of employees report using a UW-hosted electronic calendar. Students are much less likely to be doing so (11 percent)
  - Thirty-six percent of faculty report using a UW-hosted electronic calendar versus 72 percent for all other UW employees
- Of those respondents that don’t use a UW calendar, 45 percent of employees and 36 percent of students primarily use an external electronic calendar (e.g. Google, Yahoo). Paper calendars used as the primary calendaring method by 30 percent of employees
- Over 25 percent of employees are managing calendars for people or groups other than themselves. Thirteen percent of students are also responsible for the calendars of others
- Eighteen percent of employees spend over an hour a day dedicated to scheduling meetings and managing calendars
- Twenty-five percent of employees and 17 percent of students report that it takes over two days to schedule and confirm a meeting or event
- Seventy percent of employees and 85 percent of students are using email to schedule meetings on a frequent basis
- Employees (53 percent) and students (40 percent) note that an insufficient feature set would be the primary barrier to adopting a new central UW calendaring system
Employees represent a majority of the use case survey sample. Of the 2,159 employees, 90 percent are full-time, with 9 percent part-time, and 1 percent Emeritus.

**Tell us about you! I am a(n)...**

- Student
  - 1,191, 36%

- Employee
  - 2,159, 64%

**I am a... (select the statement that best describes you, knowing that you may have multiple responsibilities)**

- 9% Staff member supporting instruction
- 9% Faculty member
- 16% Staff member supporting research
- 30% Staff member supporting administration

Faculty respondents represented the following divisions: Biological Sciences (38%), Social Studies (25%), Physical Sciences (23%), Arts and Humanities (14%)

Source: AE Email & Calendaring Use Case Survey, March 2012; Employees n = 2,159, Students n = 1,191
Of the 1,191 student survey respondents, 95 percent are full time; a majority of respondents were undergraduate students although graduate students and student employees are well-represented.

Source: AE Email & Calendaring Use Case Survey, March 2012; Employees n = 2,159, Students n = 1,191
Email
A significant portion of employees report receiving over 40 emails per day. Students receive less email, with over 60 percent receiving 20 emails or less per day.

**On a typical day, how many email messages do you RECEIVE?**

<table>
<thead>
<tr>
<th>Category</th>
<th>0-10</th>
<th>11-20</th>
<th>21-30</th>
<th>31-40</th>
<th>More than 40</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employees</strong></td>
<td>5%</td>
<td>17%</td>
<td>21%</td>
<td>17%</td>
<td>40%</td>
</tr>
<tr>
<td><strong>Students</strong></td>
<td>23%</td>
<td>43%</td>
<td>21%</td>
<td>6%</td>
<td>6%</td>
</tr>
</tbody>
</table>

Source: AE Email & Calendaring Use Case Survey, March 2012; Employees n = 2,159, Students n = 1,191
The number of emails sent on a typical day varies significantly by employee, with 50 percent sending over 20 each day. Contrarily, a vast majority of students send between 0-10 emails per day.

Source: AE Email & Calendaring Use Case Survey, March 2012; Employees n = 2,159, Students n = 1,191
A majority of employees spend over 2 hours per day on work-related email. Students report less of their day dedicated to email, with only 11 percent dedicating 2 hours or more.

Source: AE Email & Calendaring Use Case Survey, March 2012; Employees n = 2,159, Students n = 1,191
Outside of regular work/study time, students check their email more frequently than employees. However, 79 percent of employees check their email outside of work.

**On a typical day, how many times do you check email outside of your regular work/study time?**

**Employees**

- 21% check 0 times
- 17% check 1 time
- 16% check 2 times
- 9% check 3 times
- 38% check 4 or more times

**Students**

- 2% check 0 times
- 7% check 1 time
- 16% check 2 times
- 15% check 3 times
- 59% check 4 or more times

Source: AE Email & Calendaring Use Case Survey, March 2012; Employees n = 2,159, Students n = 1,191
In addition to laptop and desktop email usage, approximately 50 percent of both employees and students are accessing email on their smartphones.

On which of these devices or places do you routinely use email? (select all that apply)

“Other” responses include iPad, iPod, e-readers

Source: AE Email & Calendaring Use Case Survey, March 2012; Employees n = 2,159, Students n = 1,191
A majority of both employees and students use two or more email accounts in addition to their “wisc.edu” accounts.

In addition to your “wisc.edu” account, how many other email accounts do you use?

Source: AE Email & Calendaring Use Case Survey, March 2012; Employees n = 2,159, Students n = 1,191
A third of students forward their UW email to Gmail. Employees are less likely to forward email, yet 20 percent of employees do, with Gmail also the most popular forwarding destination.

Do you automatically forward your UW email to another account, and if so, which provider(s)?
(select all that apply)

“Other” responses include departmental email accounts, WiscMail Plus, Outlook/Exchange, iCloud

Source: AE Email & Calendaring Use Case Survey, March 2012; Employees n = 2,159, Students n = 1,191
Seventy percent of employees use their UW email account for personal email, with 10 percent using it for all or most of their personal email. Students are equally likely to be using their UW account for personal email.

Do you use your UW email account for personal email, and if so, to what extent?

Source: AE Email & Calendaring Use Case Survey, March 2012; Employees n = 2,159, Students n = 1,191
Thirty percent of students use a personal email account for all their University-related communication. While employees are less likely to use personal accounts in such a manner, over 40 percent report doing so on some level.

Source: AE Email & Calendaring Use Case Survey, March 2012; Employees n = 2,159, Students n = 1,191
A vast majority of employees and a majority of students use their UW email account to store important messages/attachments. Employees and students generally expect messages and attachments to be stored for as long as they are employed at UW.

**Do you use your UW email account to store or archive important messages and attachments?**

<table>
<thead>
<tr>
<th></th>
<th>Employees</th>
<th>Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>86%</td>
<td>67%</td>
</tr>
<tr>
<td>No</td>
<td>14%</td>
<td>33%</td>
</tr>
</tbody>
</table>

**How long do you expect that your messages and attachments will be stored?**

<table>
<thead>
<tr>
<th></th>
<th>1 year or less</th>
<th>1-3 years</th>
<th>3-7 years</th>
<th>7-10 years</th>
<th>As long as I am at UW</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employees</td>
<td>6%</td>
<td>20%</td>
<td>13%</td>
<td>5%</td>
<td>58%</td>
</tr>
<tr>
<td>Students</td>
<td>15%</td>
<td>22%</td>
<td>6%</td>
<td>2%</td>
<td>56%</td>
</tr>
</tbody>
</table>

Source: AE Email & Calendaring Use Case Survey, March 2012; Employees n = 2,159, Students n = 1,191
Employees and students are using their “inbox” as a to-do-list on a frequent basis, with over 30 percent of employees using email as a primary method for this purpose.

Do you use your “inbox” as a to-do list, meaning do you store emails in your inbox to remind you of tasks you need to complete?

Source: AE Email & Calendaring Use Case Survey, March 2012; Employees n = 2,159, Students n = 1,191
Over a quarter of employees and over a fifth of students manage email accounts for people or groups other than themselves.

Do you manage email accounts for people or groups other than yourself, and if so, how many accounts?

**Employees**

- Yes, for 1 person or group other than myself: 12%
- Yes, for 2-3 people or groups other than myself: 10%
- Yes, for 4-7 people or groups other than myself: 2%
- Yes, for more than 8 people or groups other than myself: 3%
- No, I only manage my email: 73%

**Students**

- Yes, for 1 person or group other than myself: 13%
- Yes, for 2-3 people or groups other than myself: 6%
- Yes, for 4-7 people or groups other than myself: 1%
- Yes, for more than 8 people or groups other than myself: 1%
- No, I only manage my email: 81%

Source: AE Email & Calendaring Use Case Survey, March 2012; Employees n = 2,159, Students n = 1,191
Automatic emails are used by a significant portion of employees. Students are less likely to use this feature.

**Do you use programs or systems that generate automatic emails?**

**Employees**
- Yes: 41%
- No: 59%

**Students**
- Yes: 14%
- No: 86%

Source: AE Email & Calendaring Use Case Survey, March 2012; Employees n = 2,159, Students n = 1,191
Automatic emails are used for a variety of functions, with reminders reported as the most popular function for both employees and students.

### What function do your auto emails perform? (select all that apply)

**Employees**

- Reminder: 58%
- Notify of change in status: 52%
- Confirmation: 46%
- Warnings or alerts: 42%
- Other, please specify: 22%

**Students**

- Reminder: 63%
- Confirmation: 51%
- Warnings or alerts: 40%
- Notify of change in status: 38%
- Other, please specify: 11%

“Other” responses include vacation/away messages, event monitoring, recruitment approvals, workflow.

Source: AE Email & Calendaring Use Case Survey, March 2012; Employees n = 2,159, Students n = 1,191
Employees note that a lack of necessary features and technical difficulty in migrating data are the primary barriers to adopting a new central email system. In addition to these perceived barriers, students are particularly concerned about straddling multiple email systems for personal use/school.

What are your barriers to adopting a new central UW email system? (select all that apply)

Source: AE Email & Calendaring Use Case Survey, March 2012; Employees n = 2,159, Students n = 1,191
Fifty-nine percent of faculty cite “features may not align with my needs” as a barrier versus 39 percent of all other employees. Faculty are also more likely to cite “having to learn a new system” as a barrier.

What are your barriers to adopting a new central UW email system? (select all that apply)

Source: AE Email & Calendaring Use Case Survey, March 2012; Faculty n = 299, All Other Employees n = 1,860
Calendaring
Two-thirds of employees report using a UW-hosted electronic calendar. Students are much less likely to be doing so.

Do you use a UW-hosted electronic calendar?

<table>
<thead>
<tr>
<th></th>
<th>Employees</th>
<th>Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>33%</td>
<td>11%</td>
</tr>
<tr>
<td>No</td>
<td>67%</td>
<td>89%</td>
</tr>
</tbody>
</table>

Source: AE Email & Calendaring Use Case Survey, March 2012; Employees n = 2,159, Students n = 1,191
Thirty-six percent of faculty report using a UW-hosted electronic calendar versus 72% for all other UW employees.

Source: AE Email & Calendaring Use Case Survey, March 2012; Faculty n = 299, All Other Employees n = 1,860
Of those respondents that don’t use a UW calendar, 45 percent of employees and 36 percent of students primarily use an external electronic calendar (e.g. Google, Yahoo). Paper calendars are also popular.

What best describes the type of calendar you use primarily?

Source: AE Email & Calendaring Use Case Survey, March 2012; Employees n = 2,159, Students n = 1,191
WiscCal is the primary calendaring system for 42 percent of employees, but only 4 percent of students. A fifth of employees and approximately 40 percent of students are primarily using an externally hosted calendar.

What best describes your primary calendaring system?

**Employees**

- WiscCal: 42%
- A calendar hosted by an external vendor (e.g., Google Calendar, Yahoo! Calendar): 21%
- Personal/stand-alone (e.g., paper calendar): 15%
- Departmental/College calendar: 12%
- Calendar operated by a UW business unit: 10%

**Students**

- Personal/stand-alone (e.g., paper calendar): 47%
- A calendar hosted by an external vendor (e.g., Google Calendar, Yahoo! Calendar): 39%
- Calendar operated by a UW business unit: 10%
- Other, please specify: 4%
- WiscCal: 4%

Source: AE Email & Calendaring Use Case Survey, March 2012; Employees n = 2,159, Students n = 1,191
Forty percent of faculty primarily use a calendar hosted by an external vendor (e.g. Google, Yahoo) versus 17 percent of all other employees.

**What best describes your primary calendaring system?**

<table>
<thead>
<tr>
<th>Faculty</th>
<th>All Other Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>A calendar hosted by an external vendor</td>
<td>WiscCal</td>
</tr>
<tr>
<td>(e.g. Google Calendar, Yahoo! Calendar)</td>
<td>A calendar hosted by an external vendor</td>
</tr>
<tr>
<td></td>
<td>(e.g. Google Calendar, Yahoo! Calendar)</td>
</tr>
<tr>
<td></td>
<td>Departmental/College calendar</td>
</tr>
<tr>
<td></td>
<td>Calendar operated by a UW business unit</td>
</tr>
<tr>
<td></td>
<td>WiscCal</td>
</tr>
<tr>
<td></td>
<td>Departmental/College calendar</td>
</tr>
<tr>
<td></td>
<td>Calendar operated by a UW business unit</td>
</tr>
<tr>
<td></td>
<td>Personal/stand-alone (e.g. paper calendar)</td>
</tr>
<tr>
<td></td>
<td>Departmental/College calendar</td>
</tr>
<tr>
<td></td>
<td>Calendar operated by a UW business unit</td>
</tr>
</tbody>
</table>

Source: AE Email & Calendaring Use Case Survey, March 2012; Faculty n = 299, All Other Employees n = 1,860
Employees receive a varying number of appointments requests in a typical week, with 34 percent receiving six or more. Students receive less appointments, with a majority receiving 0-2 a week.
Approximately 20 percent of employees send six or more appointment requests in a typical week. Students send fewer appointment requests, with 80 percent sending 0-2 per week.

In a typical week, how many appointment requests do you SEND?

Source: AE Email & Calendaring Use Case Survey, March 2012; Employees n = 2,159, Students n = 1,191
A significant number of employees grant permissions to others to enter their calendars. In addition, over 20 percent of employees are managing calendars for room/resource scheduling.

What best describes your UW calendar use? (select all that apply)

Source: AE Email & Calendaring Use Case Survey, March 2012; Employees n = 2,159, Students n = 1,191
Over 25 percent of employees are managing calendars for people or groups other than themselves. Thirteen percent of students are also responsible for the calendars of others.

**Do you manage calendars for people or groups other than yourself, and if so, how many people?**

**Employees**

- Yes, for 1 person or group other than myself: 9%
- Yes, for 2-3 people or groups other than myself: 8%
- Yes, for 4-7 people or groups other than myself: 5%
- Yes, for more than 8 people or groups other than myself: 4%
- No, I only manage my calendar: 73%

**Students**

- Yes, for 1 person or group other than myself: 9%
- Yes, for 2-3 people or groups other than myself: 2%
- Yes, for 4-7 people or groups other than myself: 0%
- Yes, for more than 8 people or groups other than myself: 1%
- No, I only manage my calendar: 87%

Source: AE Email & Calendaring Use Case Survey, March 2012; Employees n = 2,159, Students n = 1,191
Eighteen percent of employees spend over an hour a day dedicated to scheduling meetings and managing calendars.

**On a typical day, how many hours of your time is dedicated to scheduling meetings and managing calendar(s)?**

**Employees**

- 0-1 hour: 82%
- 1-2 hours: 14%
- 2-3 hours: 2%
- 3-4 hours: 1%
- More than 4 hours: 1%

**Students**

- 0-1 hour: 87%
- 1-2 hours: 11%
- 2-3 hours: 2%
- 3-4 hours: 0%
- More than 4 hours: 0%

Source: AE Email & Calendaring Use Case Survey, March 2012; Employees n = 2,159, Students n = 1,191
Approximately 40 percent of employees and students are synchronizing their work calendar to remote devices. Of those that do, 85-90% are syncing to smart phones.

**Do you synchronize your work calendar to remote devices?**

<table>
<thead>
<tr>
<th></th>
<th>Employees</th>
<th>Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>60%</td>
<td>36%</td>
</tr>
<tr>
<td>No</td>
<td>40%</td>
<td>64%</td>
</tr>
</tbody>
</table>

To which of the following devices do you synchronize your calendar? (select all that apply)

<table>
<thead>
<tr>
<th></th>
<th>Smart phone</th>
<th>Laptop</th>
<th>Desktop/workstation</th>
<th>Tablet</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employees</td>
<td>85%</td>
<td>53%</td>
<td>44%</td>
<td>37%</td>
<td>8%</td>
</tr>
<tr>
<td>Students</td>
<td>90%</td>
<td>71%</td>
<td>26%</td>
<td>21%</td>
<td>5%</td>
</tr>
</tbody>
</table>

Source: AE Email & Calendaring Use Case Survey, March 2012; Employees n = 2,159, Students n = 1,191
Sixty-seven percent of employees are using additional calendars beyond their “wisc.edu” account. A large majority of students are also doing so.

**In addition to your “wisc.edu” calendar account, how many other calendars do you use?**

**Employees**

- 0 calendars: 33%
- 1 calendar: 49%
- 2 calendars: 13%
- 3 calendars: 2%
- 4 or more calendars: 3%

**Students**

- 0 calendars: 17%
- 1 calendar: 66%
- 2 calendars: 14%
- 3 calendars: 2%
- 4 or more calendars: 1%

Source: AE Email & Calendaring Use Case Survey, March 2012; Employees n = 2,159, Students n = 1,191
Fifty-eight percent of employees are using their UW calendar for personal appointments. Students are less likely to be using their UW calendar in this manner.

**Do you use your UW calendar for personal appointments, and if so, to what extent?**

**Employees**

<table>
<thead>
<tr>
<th>Use of Calendar for Personal Appointments</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>I do not use my UW calendar</td>
<td>42%</td>
</tr>
<tr>
<td>For some of my personal appointments</td>
<td>21%</td>
</tr>
<tr>
<td>Only on rare occasions</td>
<td>15%</td>
</tr>
<tr>
<td>For all of my personal appointments</td>
<td>12%</td>
</tr>
<tr>
<td>For most of my personal appointments</td>
<td>11%</td>
</tr>
</tbody>
</table>

**Students**

<table>
<thead>
<tr>
<th>Use of Calendar for Personal Appointments</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>I do not use my UW calendar</td>
<td>84%</td>
</tr>
<tr>
<td>Only on rare occasions</td>
<td>7%</td>
</tr>
<tr>
<td>For all of my personal appointments</td>
<td>4%</td>
</tr>
<tr>
<td>For some of my personal appointments</td>
<td>3%</td>
</tr>
<tr>
<td>For most of my personal appointments</td>
<td>1%</td>
</tr>
</tbody>
</table>

Source: AE Email & Calendaring Use Case Survey, March 2012; Employees n = 2,159, Students n = 1,191
Fifty-five percent of employees are using a personal calendar to schedule university-related business. A majority of students are also doing so.

**To what extent do you use a personal calendar to schedule University-related business/appointments?**

**Employees**

- I do not use my personal calendar for University-related business: 45%
- For all of my University-related business: 28%
- Only on rare occasions: 11%
- For some of my University-related business: 9%
- For most of my University-related business: 7%

**Students**

- For all of my University-related appointments: 50%
- I do not use my personal calendar for University-related appointments: 24%
- For most of my University-related appointments: 10%
- For some of my University-related appointments: 8%
- Only on rare occasions: 8%

Source: AE Email & Calendaring Use Case Survey, March 2012; Employees n = 2,159, Students n = 1,191
When scheduling a meeting or event, how often do you use the following means to schedule a meeting? (*Rating scale never to very frequently*)

**Employees**

- Email: Always 29%, Often 44%, Sometimes 12%, Rarely 9%, Never 3%
- WiscCal: Always 12%, Often 22%, Sometimes 12%, Rarely 9%, Never 3%
- Doodle or similar scheduling program: Always 2%, Often 32%, Sometimes 65%, Rarely 0%, Never 0%
- Departamental calendaring tool: Always 9%, Often 16%, Sometimes 65%, Rarely 0%, Never 0%
- Other methods: Always 3%, Often 65%, Sometimes 16%, Rarely 0%, Never 0%

**Students**

- Email: Always 32%, Often 23%, Sometimes 17%, Rarely 19%, Never 10%
- WiscCal: Always 53%, Often 26%, Sometimes 16%, Rarely 7%, Never 3%
- Departamental calendaring tool: Always 72%, Often 43%, Sometimes 13%, Rarely 30%, Never 1%
- Other methods: Always 6%, Often 19%, Sometimes 16%, Rarely 7%, Never 3%
- Doodle or similar scheduling program: Always 11%, Often 30%, Sometimes 43%, Rarely 0%, Never 0%

Source: AE Email & Calendaring Use Case Survey, March 2012; Employees n = 2,159, Students n = 1,191
Twenty-five percent of employees and 17 percent of students report that it takes over two days to schedule and confirm a meeting or event.

How many days (including holidays/weekends) does it typically take to schedule and confirm a meeting or event?

Source: AE Email & Calendaring Use Case Survey, March 2012; Employees n = 2,159, Students n = 1,191
Forty percent of faculty indicate that it take over two days to schedule a meeting or event compared to 23 percent for all other employees.

How many days (including holidays/weekends) does it typically take to schedule and confirm a meeting or event?

Source: AE Email & Calendaring Use Case Survey, March 2012; Faculty n = 299, All Other Employees n = 1,860
For a typical meeting or event request, what percentage of the time do you have to start over to find a meeting acceptable to all?

Source: AE Email & Calendaring Use Case Survey, March 2012; Employees n = 2,159, Students n = 1,191
What percentage of your meetings involves non-UW participants?

Over a quarter of employees and a third or students report that upwards of 20 percent of their meetings involve non-UW participants.

Source: AE Email & Calendaring Use Case Survey, March 2012; Employees n = 2,159, Students n = 1,191
A majority of employees and students attach email messages to meeting requests at least some of the time. Twenty-six percent of employees are doing so on a frequent basis.

**When you are scheduling calendar events, how often do you attach email messages to meeting requests?**

**Employees**

- Always: 7%
- Often: 19%
- Sometimes: 25%
- Rarely: 23%
- Never: 26%

**Students**

- Always: 5%
- Often: 14%
- Sometimes: 22%
- Rarely: 16%
- Never: 43%

Source: AE Email & Calendaring Use Case Survey, March 2012; Employees n = 2,159, Students n = 1,191
A majority of employees use their calendaring system for scheduling, reminders, and availability checking. Color-coded groups or events are particularly popular with students.

**Which of the following features do you routinely use in your calendaring system? (select all that apply)**

**Employees**

- Scheduling meetings or events: 81%
- Reminders: 74%
- Viewing other people's availability: 70%
- Color-coded groups or events: 46%
- To-do lists: 34%

**Students**

- Reminders: 71%
- Scheduling meetings or events: 67%
- Color-coded groups or events: 66%
- To-do lists: 59%
- Viewing other people's availability: 28%

Source: AE Email & Calendaring Use Case Survey, March 2012; Employees n = 2,159, Students n = 1,191
Employees (53%) and students (40%) note that an insufficient feature set would be the primary barrier to adopting a new central UW calendaring system. Approximately a third of respondents want to maintain close control over their schedule/don’t want others to block off their time.

**What are your barriers to adopting a new central UW calendaring system? (select all that apply)**

- Features may not align with my needs: 53% (Employees), 40% (Students)
- I want to maintain close control over my schedule/don’t want others to block off my time: 35% (Employees), 33% (Students)
- Having to learn a new system/time required for training: 33% (Employees), 33% (Students)
- I don’t have any barriers: 32% (Employees), 38% (Students)
- Privacy concerns/confidentiality: 27% (Employees), 20% (Students)

Only 4 percent of employees selected all four barriers.

Source: AE Email & Calendaring Use Case Survey, March 2012; Employees n = 2,159, Students n = 1,191
Faculty are particularly concerned with calendaring features and maintaining close control over their schedule compared to all other employees. Faculty are also more likely to have barriers to adoption compared to all other employees.

**What are your barriers to adopting a new central UW calendaring system? (select all that apply)**

- Features may not align with my needs: 66% (Faculty) vs. 50% (All other employees)
- I want to maintain close control over my schedule/don’t want others to block off my time: 54% (Faculty) vs. 32% (All other employees)
- Having to learn a new system/time required for training: 48% (Faculty) vs. 30% (All other employees)
- Privacy concerns/confidentiality: 30% (Faculty) vs. 26% (All other employees)
- I don’t have any barriers: 17% (Faculty) vs. 34% (All other employees)

Source: AE Email & Calendaring Use Case Survey, March 2012; Faculty n = 299, All Other Employees n = 1,860
Barrier to adopting a new central UW calendaring system are lower for employees primarily using the current WiscCal system.

![Bar Chart](chart.png)

**What are your barriers to adopting a new central UW calendaring system? (select all that apply)**

- Features may not align with my needs (46%)
- I don't have any barriers (41%)
- Having to learn a new system/time required for training (36%)
- I want to maintain close control over my schedule/don't want others to block off my time (25%)
- Privacy concerns/confidentiality (21%)

Source: AE Email & Calendaring Use Case Survey, March 2012; Employees that primarily use WiscCal n = 299, employees that primarily use other systems n = 1,210