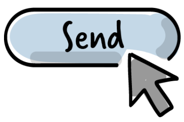
Organizational Scan™
POWERED BY

OrgScan™ How to

How to… get access

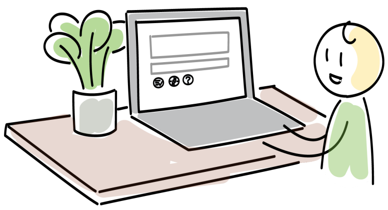
The OrgScan collects data anonymously. However, to give you access to the app we need to set up an account for you. For the most comprehensive results and information about your company's status quo, you need as many people in your organization as possible to partake in the initiative. This will help you to understand and ultimately improve your processes, as well as better understand your organizational culture.



1. First, **we'll send you a sheet in an email.** Please fill in each user's first name, last name, and email address. We need this information to be able to give individual access. Furthermore, in order to generate a meaningful report, we need some demographics. The sheet will guide you.

2. Next, **send the filled-in sheet back to int-office@agile42.com.** Our office team will set up the tool and support you with any questions you might have.

3. **You and your colleagues will receive login details** as soon as we upload your data. We suggest that you communicate the initiative within your team and/or organization. Each person in your team will need to fill in a few short descriptions about decisions that have been made in the company. **It does not matter if somebody made the decision, participated in it or simply heard about it.** Each person will need to fill in at least 6-10 descriptions overall, either all at once or over the cruise of a few weeks.



TIPs:

- You can predefine some decision stories/descriptions and let people choose them from a list, rather than letting them write their own. This can help to familiarize them with the procedure.
- It is a good idea to set a fixed time when your colleagues will write the description, so that you can ensure you set aside time to enter the necessary descriptions to get the most out of the tool.

EXAMPLES of a story/description:

- In our company we decided to stick with the home office.
- We decided to hire a new colleague for our team.
- From next month on we will start working with Scrum.

Leadership
Culture
Resilience