**Enterprise surveys to assess Information Technology (IT) Mobile Technology:**

In order to participate in the IT Mobile Technology project, we are requesting that your agency agree to do the following:

* Participate in both surveys. These surveys have been designed so that a high-level analysis of trends and risks for each participating agency could be obtained. The IT Mobile Technology project team felt this would be best achieved if responses were received from both the agency Chief Information Officer (CIO) and agency employees.
* Provide the contact information (phone number and email address) of a representative within your IG office. This person will serve as a liaison between our team and your agency.
* Provide the name and contact information of your agency’s CIO and assist the team with receiving timely responses from him/her.
* Disseminate the employee survey via email to your agency’s staff (similar to the method used with the Ethics Audit).
* Provide Kris Sullivan ([kris.sullivan@dot.state.fl.us](mailto:kris.sullivan@dot.state.fl.us)) a count of the number of individuals that the survey will be distributed to within your agency. This information will be used to calculate a final response rate.

**Survey Distribution Instructions**

**CIO Survey Links**

The project team will email the CIO survey to the participating agencies’ CIOs. The CIOs will have one week to respond.

**EMPLOYEE Survey Links**

The team will email the employee survey to the agency contacts for distribution. This email will include the language below as well as a link to the agency’s survey. The designated contact for the Inspector General’s office will distribute the survey to his/her agency’s address book. (Please be sure to include contract employees.) **The employee survey will be open for one week.**

**FINAL E-mail Language:**

**Subject:** IT Mobile Technology Enterprise Project-Employee Survey

Your participation is requested in a statewide survey about mobile information technology (i.e. laptops, cell/smart phones, iPads and thumb drives) use and security.  This short survey is intended to obtain information from everyone.

If you do not use mobile technology, the survey should not take more than 3 minutes. If you use mobile devices, the survey will take no more than 10 minutes. Please complete the survey **by Thursday, December 15, 2011**.

To access the survey, please go to link below:

(Agency link here)

If you have any questions or concerns regarding this survey, please contact (your agency contact and email).

**Interim Reports on Survey Participation**

Information regarding the number of respondents will be provided to the agency contact to allow agencies to track staff participation and also to aid in the decision as to when to send a reminder e-mail.

At the conclusion of the survey, the project team will tabulate and provide the results to each agency.