

# PETROLEUM COMPANY SYSTEM SURVEY REPORT

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# Petroleum Company System Survey

This survey is done to measure the Importance of each functionality the system will provide for each profession in the company.

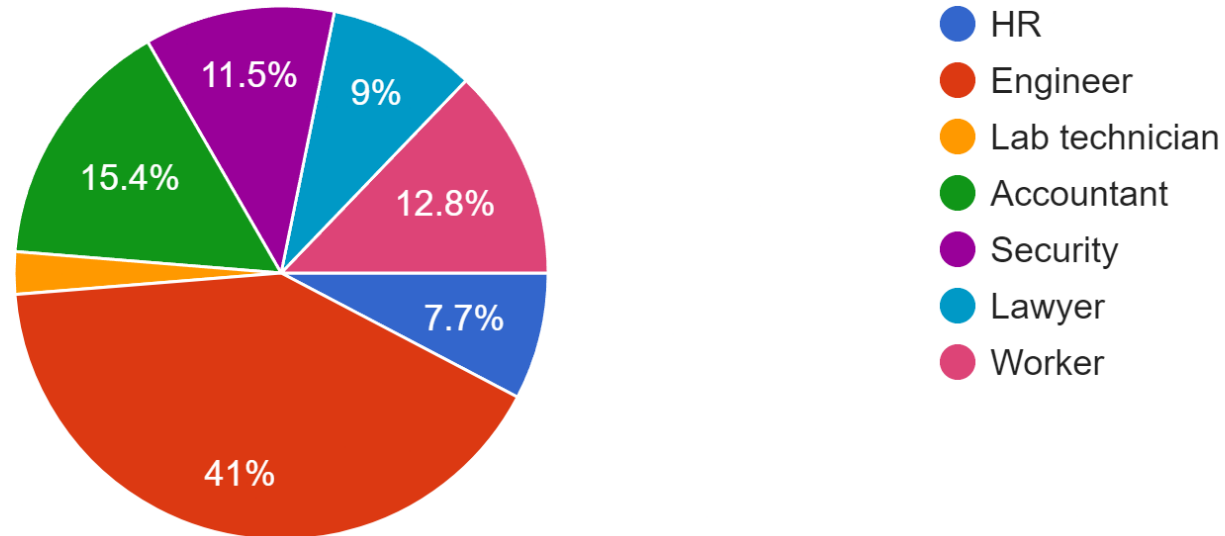
The Surveys Link:

[https://docs.google.com/forms/d/e/1FAIpQLSeZayFwFeDBg33EHD\\_dfYVA1mLAJDqf0jEphTtsYL\\_s3GEhyg/viewform](https://docs.google.com/forms/d/e/1FAIpQLSeZayFwFeDBg33EHD_dfYVA1mLAJDqf0jEphTtsYL_s3GEhyg/viewform)

# The Participants

ما هو المسمى الوظيفي الخاص بك؟ what's your job title?

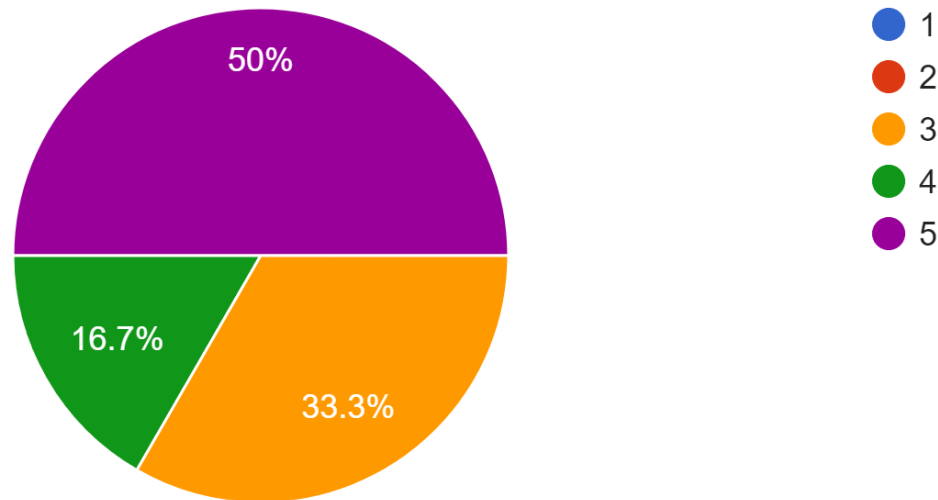
78 responses



## HR: Q1

How important is it to display The Working Hours, Fines, salary date and incentives and Final payment in your company system's account? ما مدى أهمية ع... اريخ الراتب والحوافز والدفعة النهائية في حساب نظام شركتكم؟

6 responses

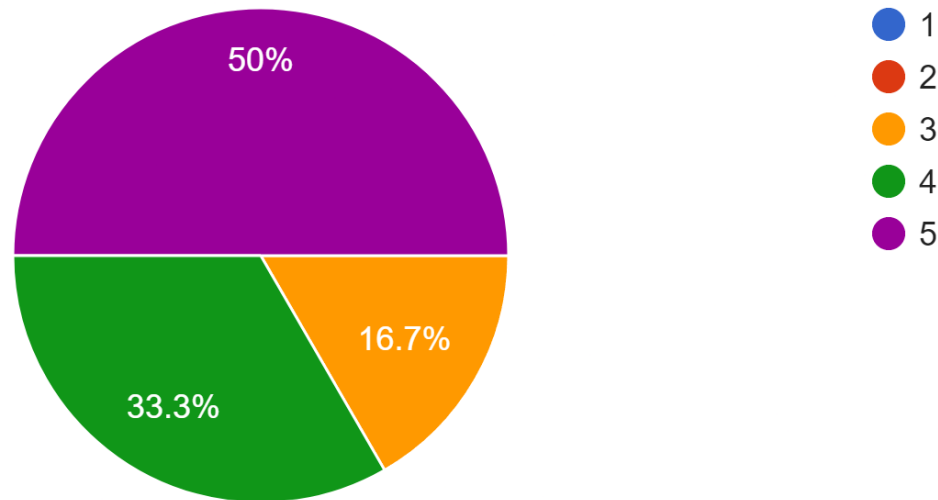


With 50% choosing 5, and with the lowest chosen rating being 3. it indicates the importance of this functionality as it allows the HR employee to easily track their salary.

## HR: Q2

How important it is to have day off request option " The request takes the requested date for the day off and a reason "؟ ما مدى أهمية أن يكون لديك خيار طلب يوم عطلة " يأخذ الطلب التاريخ المطلوب ليوم العطلة والسبب "؟

6 responses

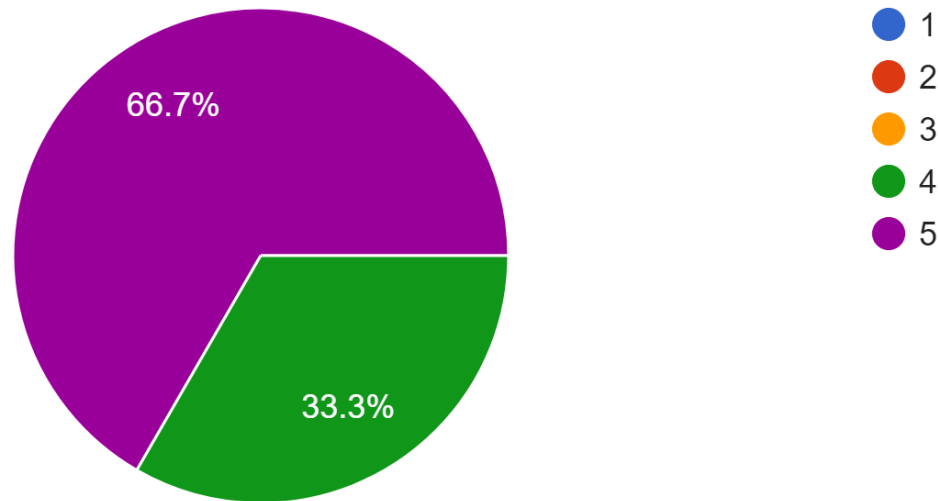


With the most common answer at 50% being 5. it indicates that the option to easily and remotely ask for a day off request is a quality-of-life option that most HR Employees desire as it removes the embarrassment of going to your superior and asking for a day off.

## HR: Q3

How Important it is to Have Schedule Contain "Shift Start time, Shift End time and Shift Location"?  
ما مدى أهمية أن يحتوي الجدول الزمني على "وقت بدء التحول ووقت انتهاء التحول وموقع التحول"؟

6 responses

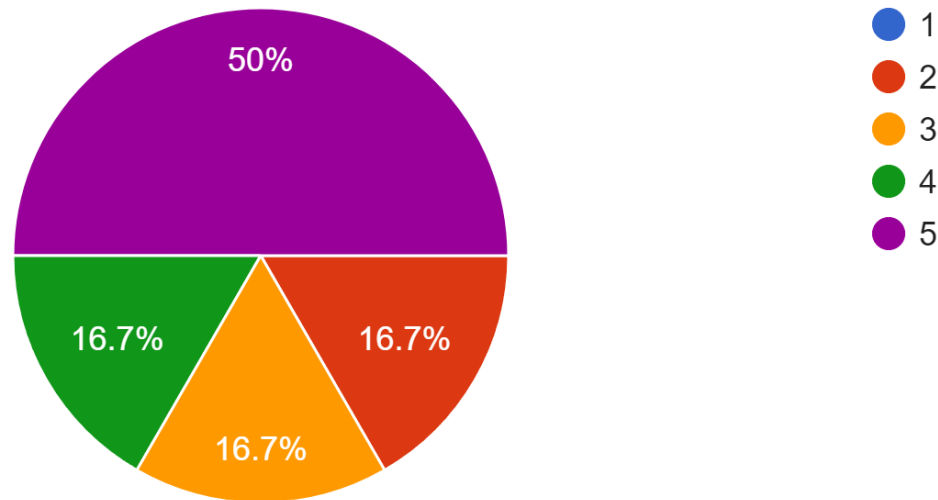


With an overwhelmingly positive response only containing 4 and 5. it indicates the impotent of this feature as it is the main purpose of this system (Making it easier for the employees to track their Schedule).

## HR: Q4

How Important it is to have a section for reports to upload your new reports and see your old reports?  
ما مدى أهمية وجود قسم للتقارير لتحميل تقاريرك الجديدة والاطلاع على سجل التقارير الخاصه بك؟

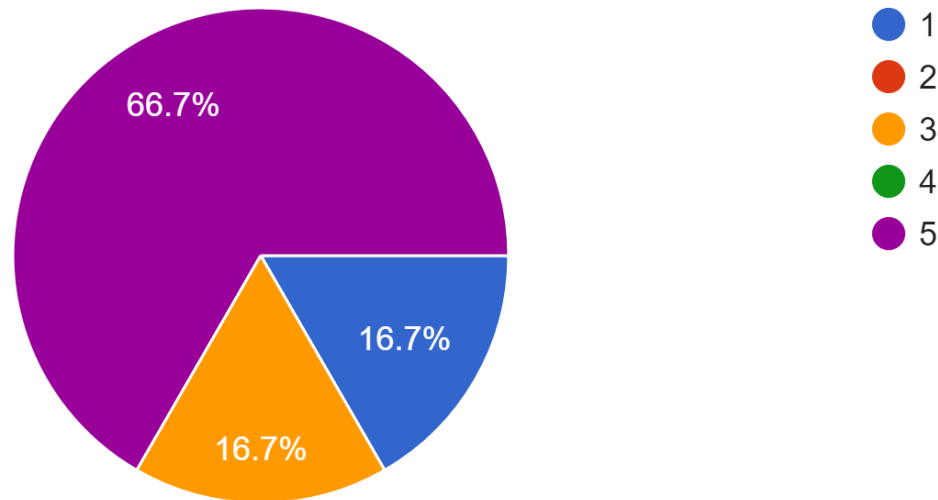
6 responses



With most people in favor of this feature it seems that there are some who are not in favor of it probably due to their skepticisms of the security of the data due to its importance or the hassle of turning the reports into required formats and uploading them on the system.

## HR: Q5

How Important it is to you as a HR to have interview requests option to display list with pending interview requests, each interview request contain (name, ...؟) لب من القائمة وإرسال بريد إلكتروني لتحديد موعد للمقابلة) ...؟  
6 responses



The high ratings are to be expected as managing the employment is one of the main jobs of the HR employee so having a system that helps automate this would be a welcome addition.



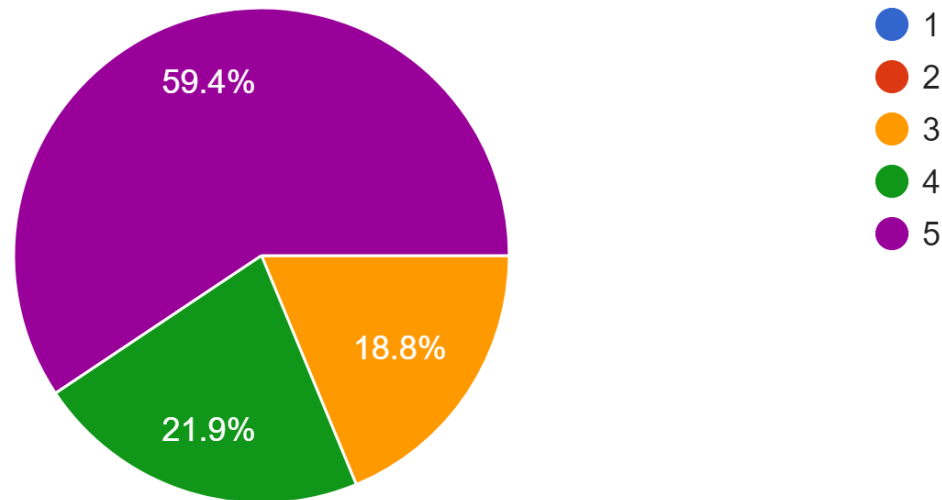
# HR Employee Survey Summary

- The most important features that the HR employee would use(Managing interviews, Managing their schedule, Displaying a detailed salary report) were met with High scores.
- The quality-of-life features(Day off request option) were met with a positive outlook as it removed the embarrassment of the human interaction.
- The only Functionality that was met with skepticism was the displaying and uploading report functionality but with a valid reason as the data needs to be highly secure due to its importance.

## Engineer: Q1

How important is it to display The Working Hours, Fines, salary date and incentives and Final payment in your company system's account? ما مدى أهمية ع... اريخ الراتب والحوافز والدفعة النهائية في حساب نظام شركتكم؟

32 responses

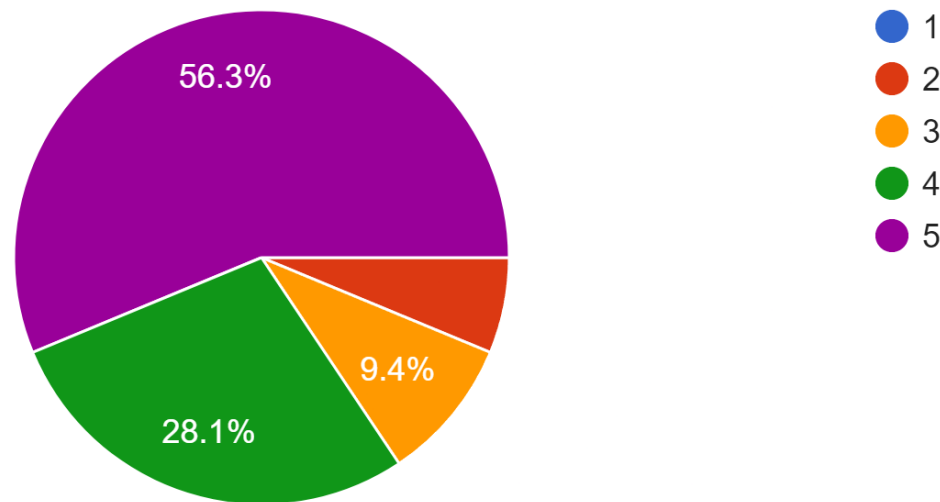


With 60% choosing 5, and with the lowest chosen rating being 3. it indicates the importance of this functionality as it allows the Engineers to easily track their salary.

## Engineer: Q2

How important it is to have day off request option " The request takes the requested date for the day off and a reason "؟  
ما مدى أهمية أن يكون لديك خيار طلب يوم عطلة " يأخذ الطلب التاريخ المطلوب ليوم العطلة والسبب "؟

32 responses



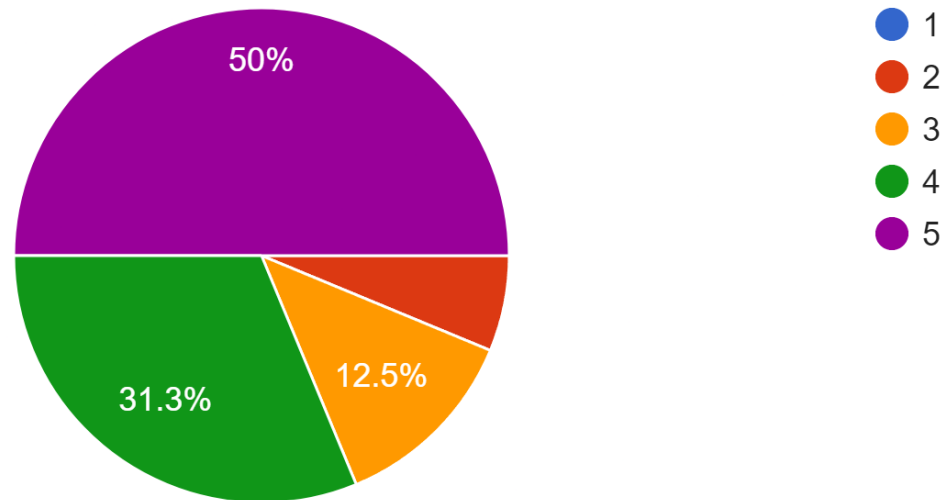
With the most common answer at 56% being 5. it indicates that the option to easily and remotely ask for a day off request is a quality-of-life option that most HR Employees desire as it removes the embarrassment of going to your superior and asking for a day off.

## Engineer: Q3

How Important it is to Have Schedule Contain "Shift Start time, Shift End time and Shift Location"? ما

مدى أهمية أن يحتوي الجدول الزمني على "وقت بدء التحول ووقت انتهاء التحول وموقع التحول"؟

32 responses

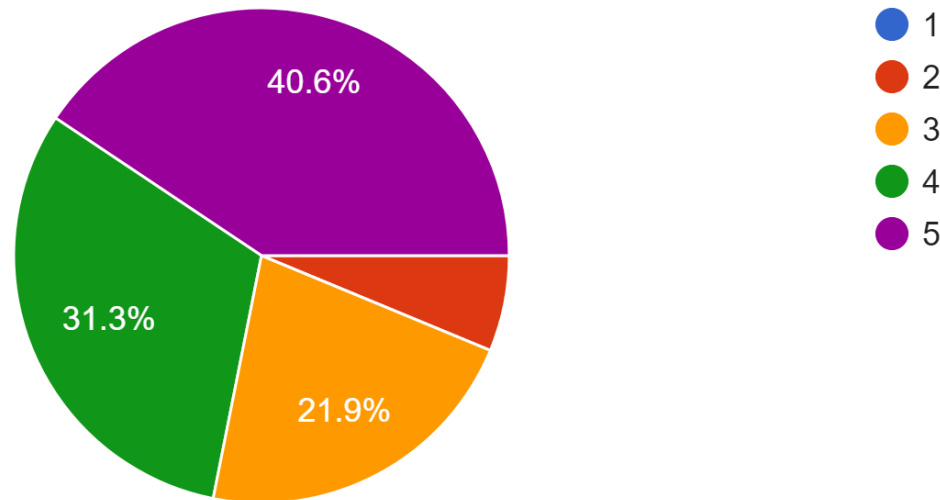


With an overwhelmingly positive response only containing 4 and 5. it indicates the impotent of this feature as it is the main purpose of this system (Making it easier for the employees to track their Schedule).

## Engineer: Q4

How Important it is to have a section for reports to upload your new reports and see your old reports?  
ما مدى أهمية وجود قسم للتقارير لتحميل تقاريرك الجديدة والاطلاع على سجل التقارير الخاصه بك؟

32 responses

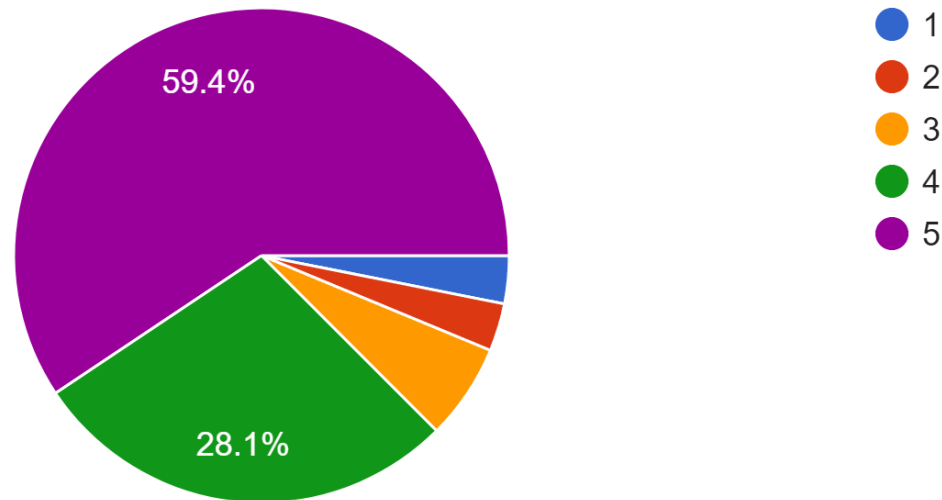


With most people in favor of this feature it seems that there are some who are not in favor of it probably due to their skepticisms of the security of the data due to its importance or the hassle of turning the reports into required formats and uploading them on the system.

## Engineer: Q5

How important it is to you as an Engineer to have option to display the progress of tasks you have?  
ما مدى أهمية أن يكون لديك كمهندس خيار لعرض تقدم المهام التي لديك؟

32 responses

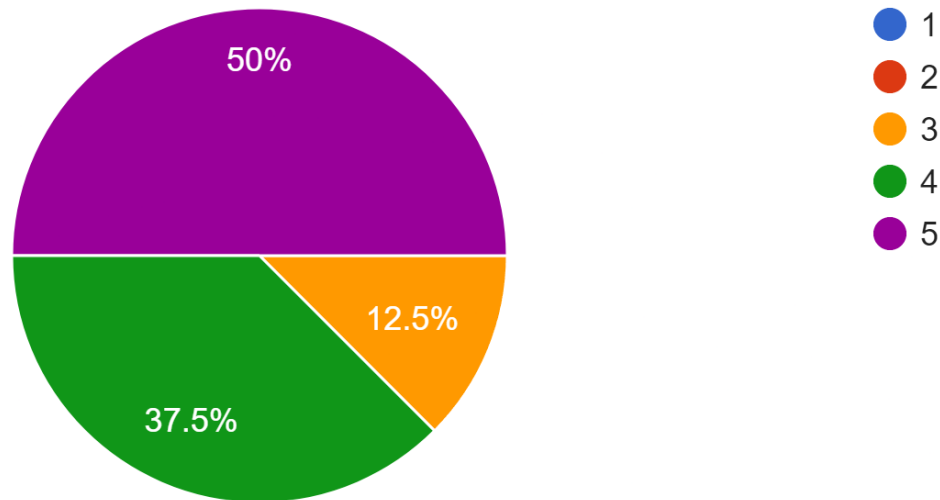


With a majority vote of 60% in favor of this functionality. Displays the importance of this functionality as it will help the Engineers to display their progress in each task they were assigned.

## Engineer: Q6

How important it is to you as an Engineer to have option to display the employees working on the tasks?  
ما مدى أهمية أن يكون لديك كمهندس خيار لعرض الموظفين الذين يعملون على المهام؟

32 responses

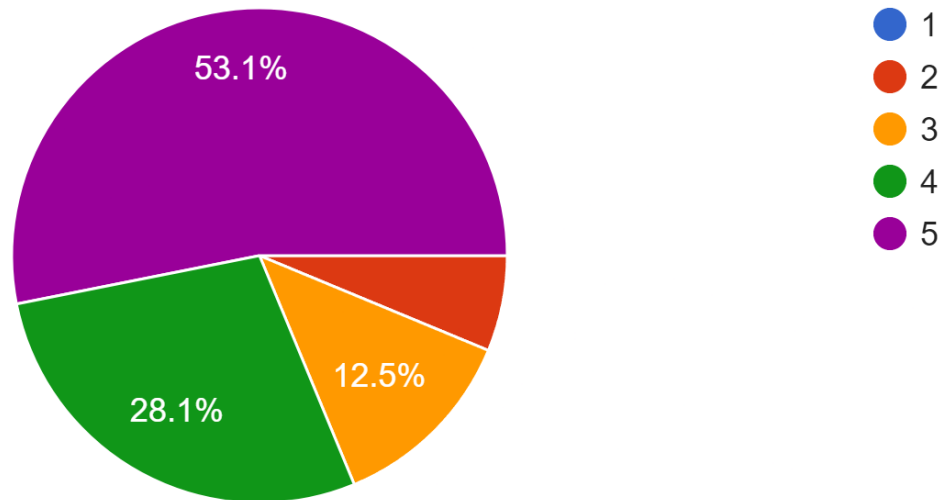


With the majority vote in favor of this function it displays the importance of this functionality as it will help the engineers manage the workers under them.

## Engineer: Q7

How important is it to you as an Engineer to have a list for tasks? ما مدى أهمية أن يكون لديك كمهندس قائمة بالمهام؟

32 responses



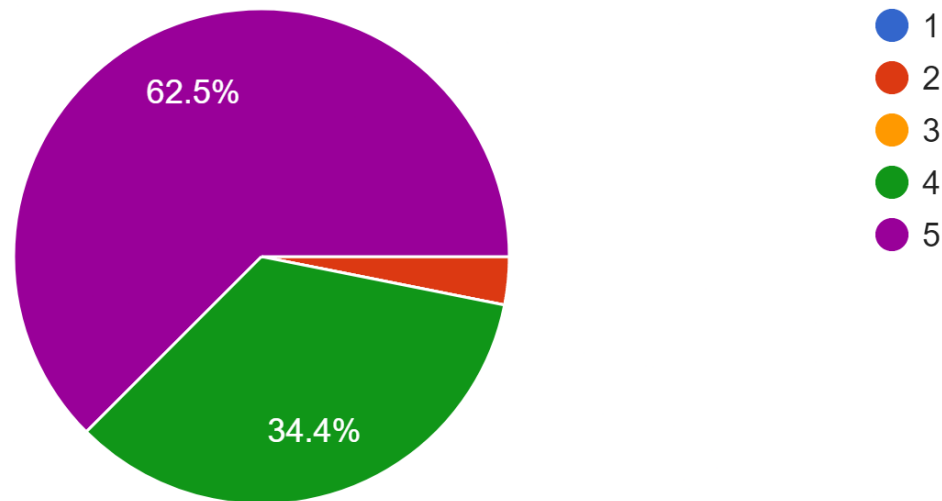
With most of the votes being in favor of this functionality it displays its importance as it will help the engineers to manage their tasks.



## Engineer: Q8

How Important it is to have Maintenance Request option " The request Takes the required maintenance location and a reason for maintenance "؟ ما ... الصيانة "يأخذ الطلب موقع الصيانة المطلوب وسبب الصيانة"؟

32 responses



With most votes being in favor of this functionality it displays the usefulness of this functionality as it's a quality-of-life option making it easier to send requests to fix malfunctioning machinery as replacement and maintenance is required often.

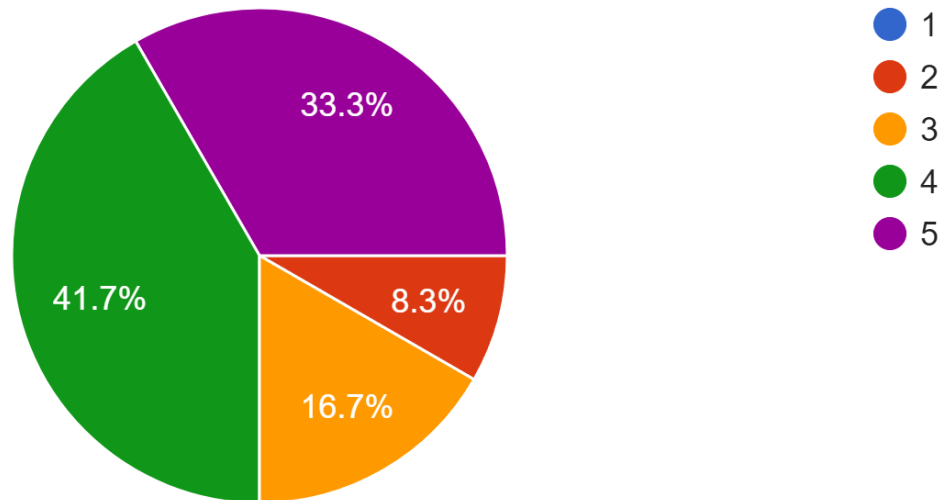
# Engineer Survey Summary

- With most functionality provided to the engineer being related to scheduling or task management and task distribution it is no surprise that all the functionalities in the survey had an expectedly high score.
- the request displaying and uploading was the only functionality with a mix in opinion ranging from a score of 5 to a score of 2 which is to be expected seeing as this is a task that requires high data security due to the importance of the data, so it is no surprise that there is skepticism.
- The quality-of-life functions(Maintenance request, Day of request) being met with high favorability seeing as it make embarrassing tasks such as asking for a day off much easier as it no longer requires human interaction, or making annoying but important tasks such as sending maintenance requests easier.

## Accountant: Q1

How important is it to display The Working Hours, Fines, salary date and incentives and Final payment in your company system's account? ما مدى أهمية ع... اريخ الراتب والحوافز والدفعة النهائية في حساب نظام شركتكم؟

12 responses

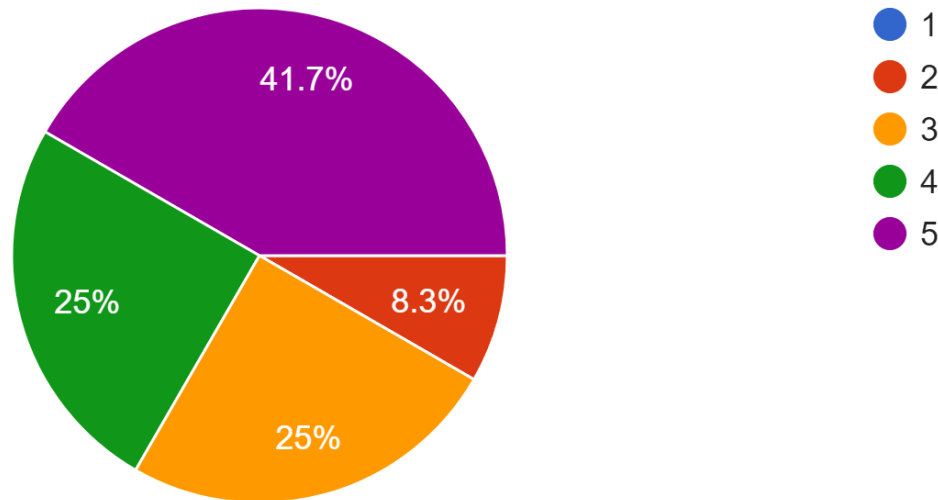


With the majority vote being positive it indicates the importance of this functionality as it helps the employee to trace their finances .

## Accountant : Q2

How important it is to have day off request option " The request takes the requested date for the day off and a reason "؟  
ما مدى أهمية أن يكون لديك خيار طلب يوم عطلة " يأخذ الطلب التاريخ المطلوب ليوم العطلة والسبب "؟

12 responses



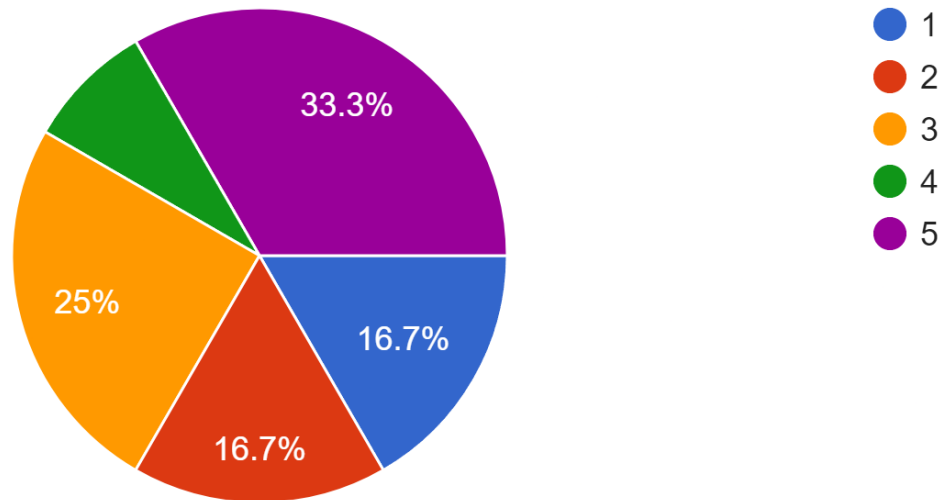
With the majority of the votes being positive. it indicates that the option to easily and remotely ask for a day off request is a quality-of-life option that most HR Employees desire as it removes the embarrassment of going to your superior and asking for a day off.

## Accountant: Q3

How Important it is to Have Schedule Contain "Shift Start time, Shift End time and Shift Location"? ما

مدى أهمية أن يحتوي الجدول الزمني على "وقت بدء التحول ووقت انتهاء التحول وموقع التحول"؟

12 responses

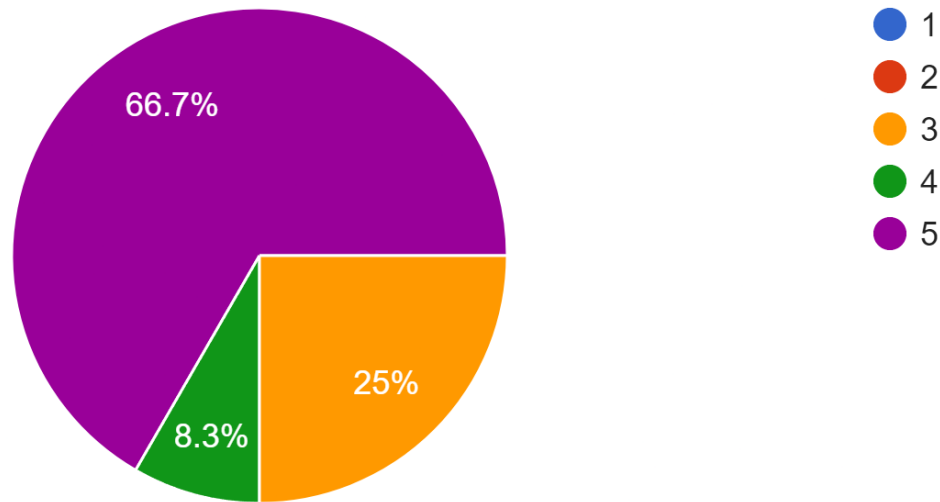


There is a diverse opinion about this functionality as although the majority is in favor of it but that's by only a small margin that probably being because the accountants have a stable work location with stable working hours making it not really that necessary.

## Accountant: Q4

How Important it is to have a section for reports to upload your new reports and see your old reports?  
ما مدى أهمية وجود قسم للتقارير لتحميل تقاريرك الجديدة والاطلاع على سجل التقارير الخاصه بك؟

12 responses



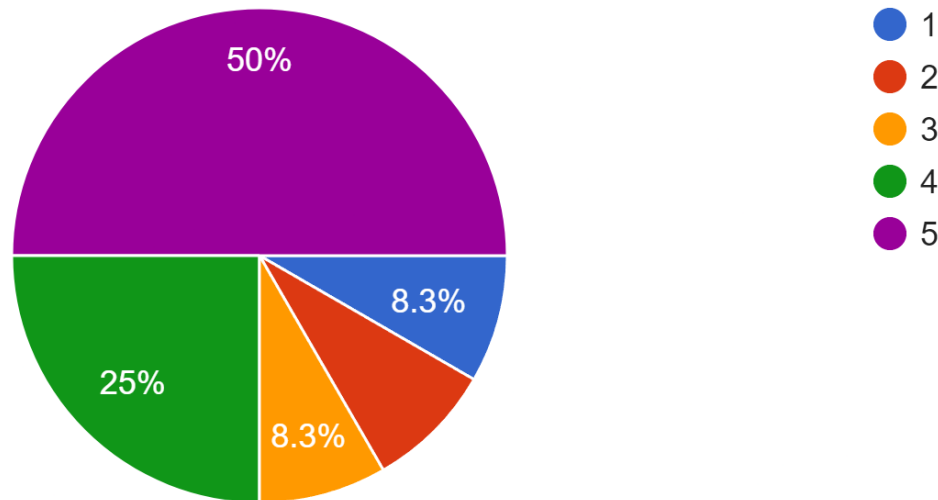
With an overwhelming positive response, it indicates that this feature is necessary probably due to the fact the data changes often and each person keeping track of the data and updating it for all his colleagues on making a change would be a hassle and extremely inefficient.

## Accountant : Q5

How important is it to view the financial details of the company and view it as categories? ما مدى أهمية

عرض التفاصيل المالية للشركة وعرضها كفئات؟

12 responses



With 75% being positive about this feature because it will make it easier to track the current financial status of the company making their work easier. There are 25% neutral or against this feature probably due to security speculation being afraid of the data being leaked as it is extremely sensitive data.

# Accountant Survey Summary

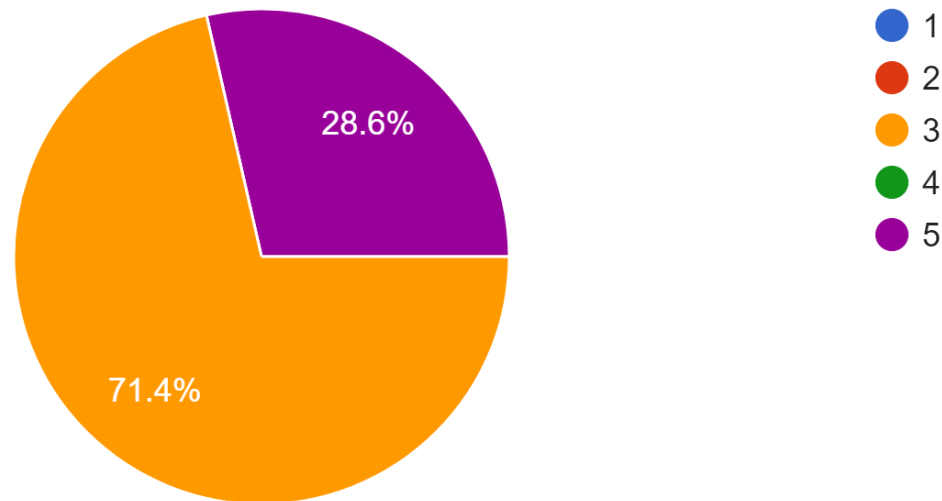
- With the main functionalities that will help them with their work(displaying and uploading reports, displaying the company's financial position) most of the responses were in favor of the functionalities.
- The quality-of-life features(Day off request option) were met with a positive outlook as it removed the embarrassment of the human interaction.
- The Time management functionalities(Displaying shift location ,start time, end time) were met with an overall neutral/ negative inclined response.



## Lawyer: Q1

How important is it to display The Working Hours, Fines, salary date and incentives and Final payment in your company system's account? ما مدى أهمية ع... اريخ الراتب والحوافز والدفعة النهائية في حساب نظام شركتك؟

7 responses

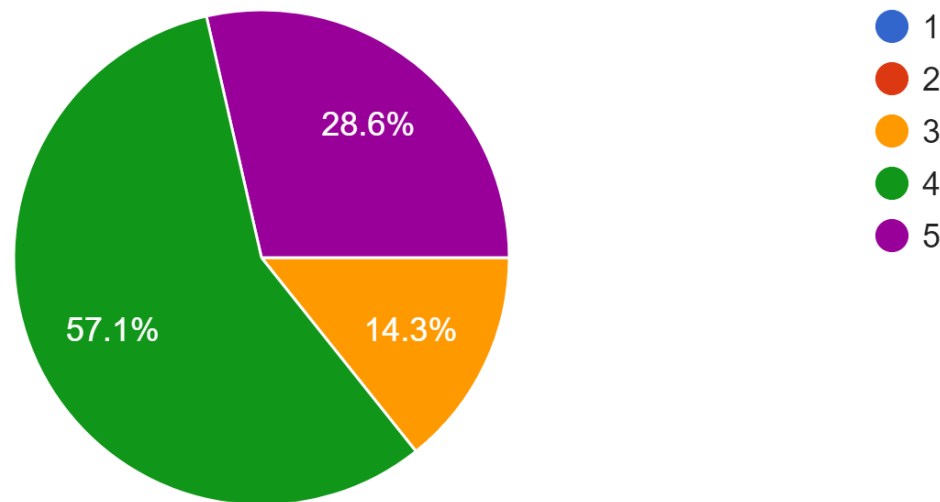


This functionality was faced with an overwhelming neutral response indicating that the lawyers don't find it that important to track their finances.

## Lawyer: Q2

How important it is to have day off request option " The request takes the requested date for the day off and a reason "؟ ما مدى أهمية أن يكون لديك خيار طلب يوم عطلة " يأخذ الطلب التاريخ المطلوب ليوم العطلة والسبب "؟

7 responses



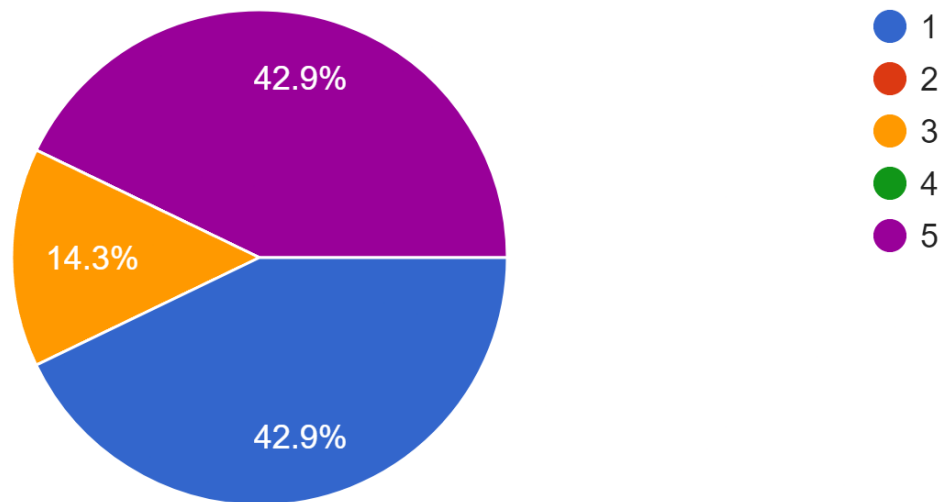
With most of the votes being positive. it indicates that the option to easily and remotely ask for a day off request is a quality-of-life option that most HR Employees desire as it removes the embarrassment of going to your superior and asking for a day off.

## Lawyer: Q3

How Important it is to Have Schedule Contain "Shift Start time, Shift End time and Shift Location"? ما

مدى أهمية أن يحتوي الجدول الزمني على "وقت بدء التحول ووقت انتهاء التحول وموقع التحول"؟

7 responses

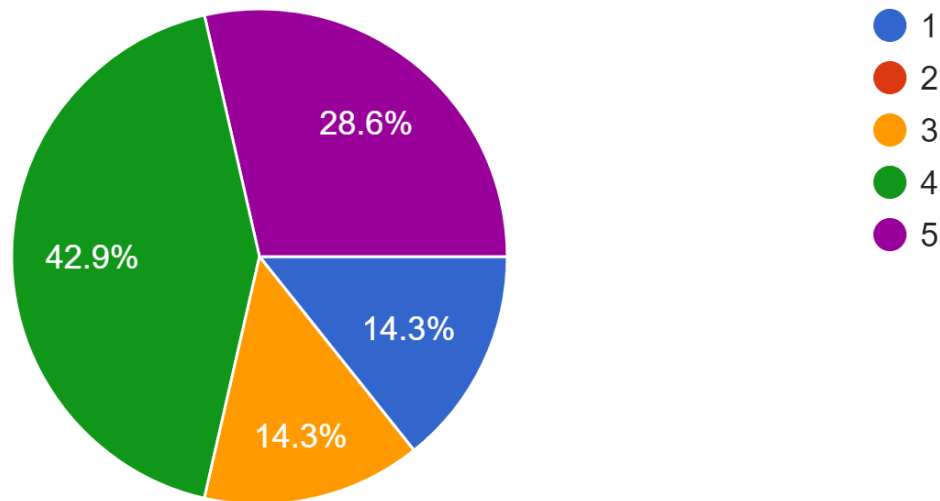


The vote is split in a 50% - 50% positive and negative indicating that depending on the person the functionality could either be extremely useful or useless. Useless probably due to the fact the the lawyers wont be constraint to a schedule or to a specific location.

## Lawyer: Q4

How Important it is to have a section for reports to upload your new reports and see your old reports?  
ما مدى أهمية وجود قسم للتقارير لتحميل تقاريرك الجديدة والاطلاع على سجل التقارير الخاصه بك؟

7 responses

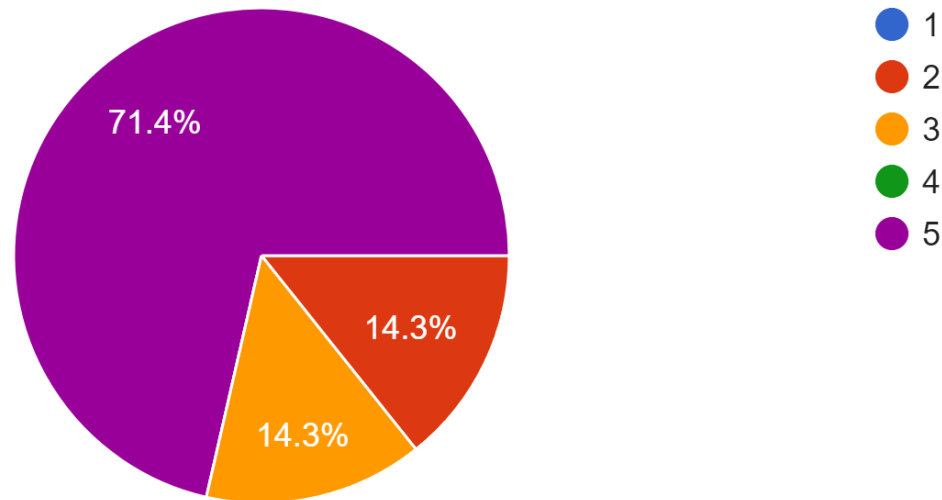


With most people in favor of this feature it seems that there are some who are not in favor of it probably due to their skepticisms of the security of the data due to its importance.

## Lawyer: Q5

How Important it is to you as a Lawyer works in the company to have contracts review option this option allows you to display the old contracts, new contra...؟  
خيار عرض العقود القديمة والعقود الجديدة والبحث في العقود؟

7 responses

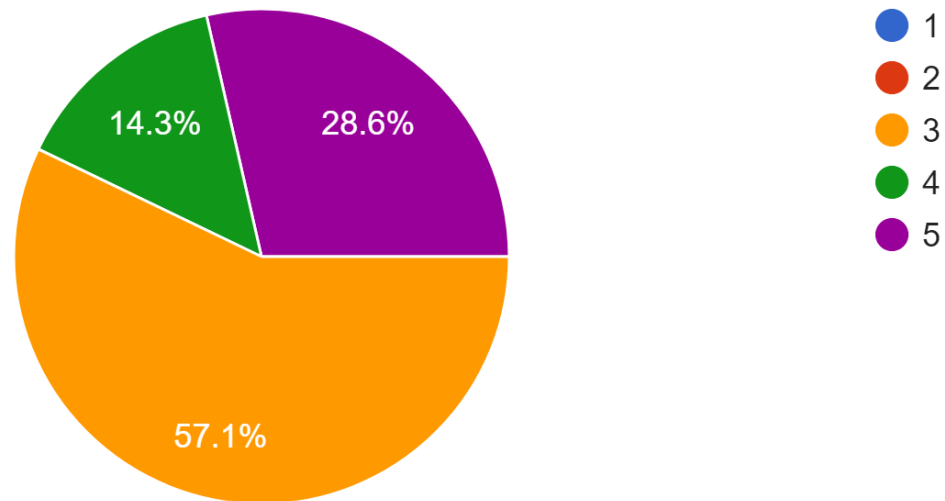


With an overwhelmingly positive response probably because this function would make their job easier it is an important function.

## Lawyer: Q6

How Important it is to you as a Lawyer works in the company to have option for contracts approval or disapproval? ما مدى أهمية أن يكون لديك كمحام يعمل في الشركة خيار الموافقة على العقود أو رفضها؟

7 responses



With an overwhelmingly neutral response it seems that this functionality isn't needed since the approval and disapproval must be completed on paper.

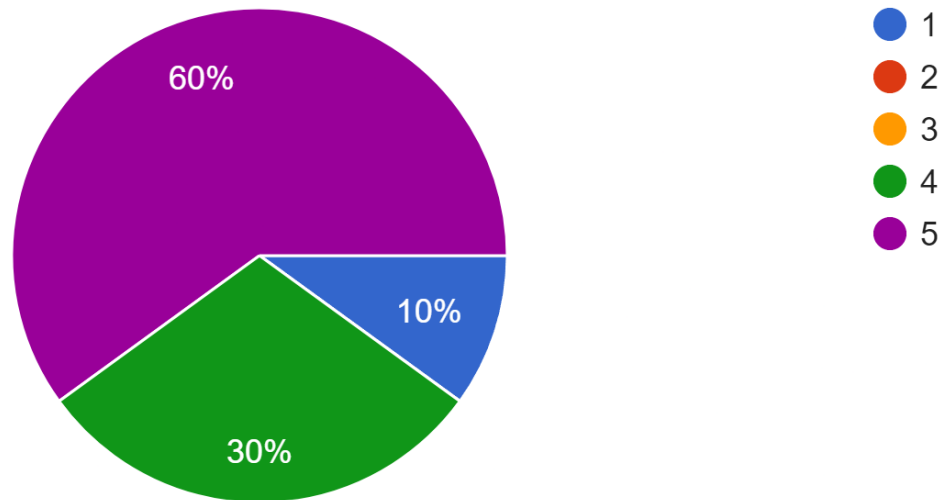
# Lawyer Survey Summary

- In terms of the functionality related to the lawyer's job they weren't met with that much positivity as all of what they do must be done on real paper and cannot be completed in digital form. Excluding reviewing contracts as having a digital reliable copy of the contract at any time is extremely useful.
- The quality-of-life features (Day off request option) were met with a positive outlook as it removed the embarrassment of the human interaction.
- The time/financial management functionalities were met with an extremely neutral response.

## Worker: Q1

How important is it to display The Working Hours, Fines, salary date and incentives and Final payment in your company system's account? ما مدى أهمية ع... اريخ الراتب والحوافز والدفعة النهائية في حساب نظام شركتكم؟

10 responses



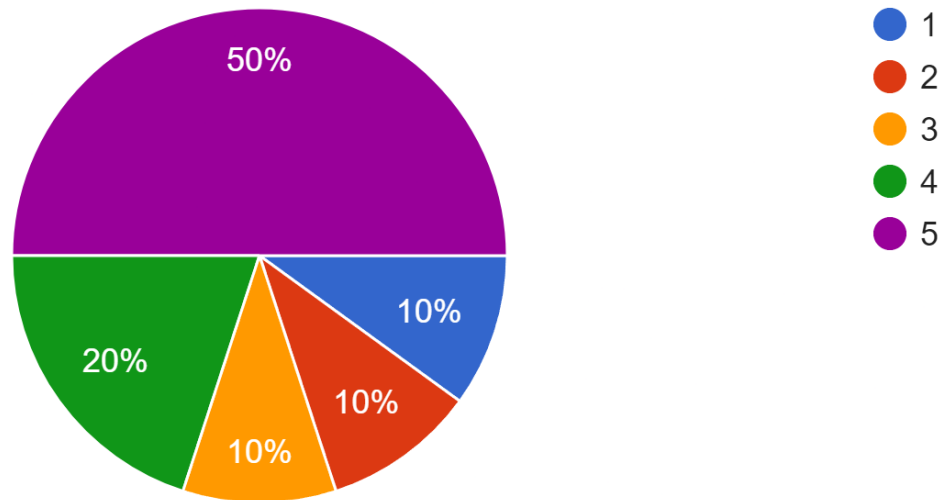
The extremely high positive review indicates the importance of this functionality as it helps workers track and manage their finances.



## Worker: Q2

How important it is to have day off request option " The request takes the requested date for the day off and a reason "؟ ما مدى أهمية أن يكون لديك خيار طلب يوم عطلة " يأخذ الطلب التاريخ المطلوب ليوم العطلة والسبب "؟

10 responses



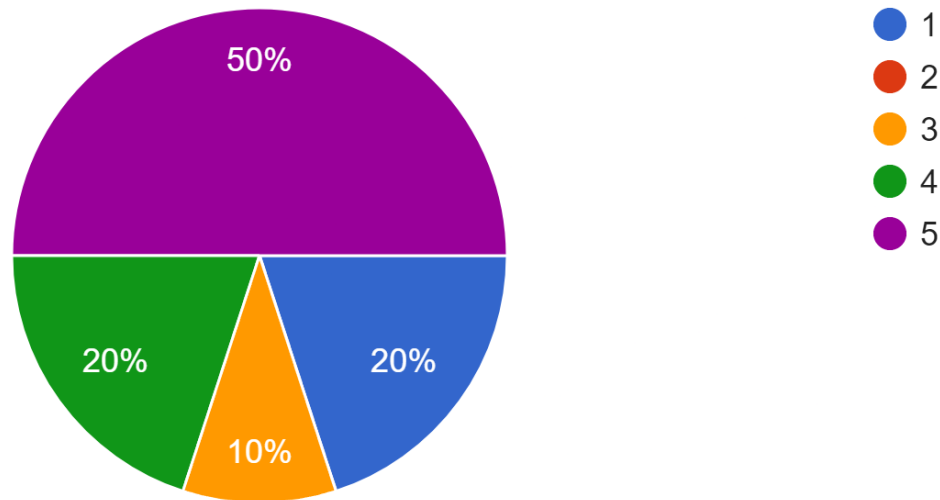
With the most common answer at 50% being 5. it indicates that the option to easily and remotely ask for a day off request is a quality-of-life option that most Workers desire as it removes the embarrassment of going to your superior and asking for a day off.

## Worker: Q3

How Important it is to Have Schedule Contain "Shift Start time, Shift End time and Shift Location"? ما

مدى أهمية أن يحتوي الجدول الزمني على "وقت بدء التحول ووقت انتهاء التحول وموقع التحول"؟

10 responses

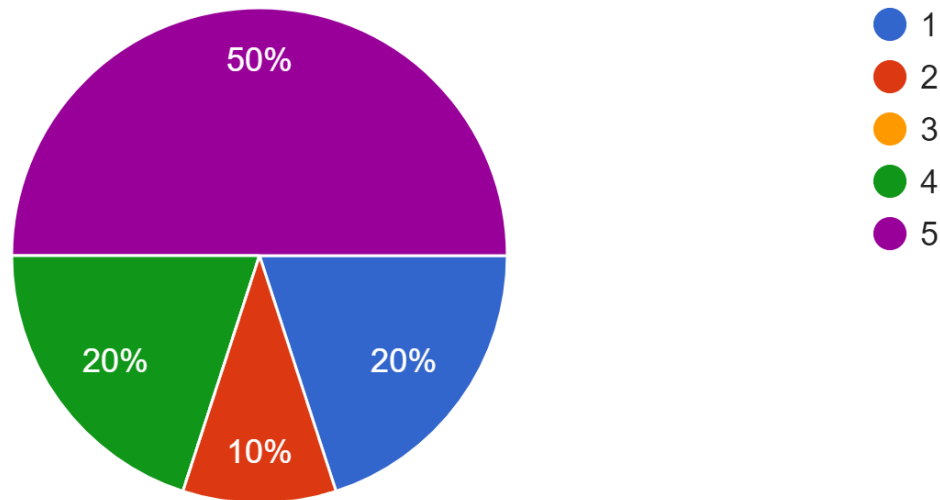


With an overwhelmingly positive response. it indicates the impotent of this feature as it is the main purpose of this system (Making it easier for the employees to track their Schedule).

## Worker: Q4

How Important it is to have Maintenance Request option " The request Takes the required maintenance location and a reason for maintenance "؟ ما...الصيانة "يأخذ الطلب موقع الصيانة المطلوب وسبب الصيانة"؟

10 responses

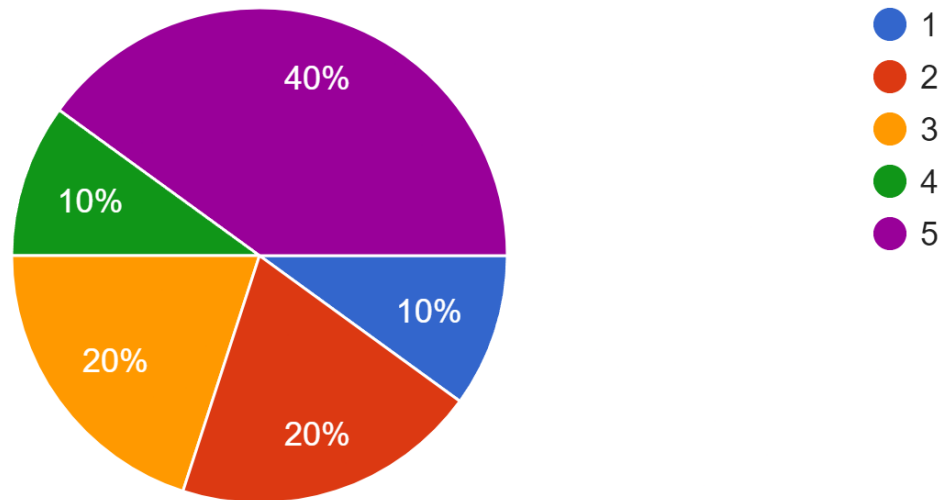


The extremely positive response for this functionality is to be expected as reporting the mechanical failure is one of the responsibilities of the worker working in the location of the failure.

## Worker: Q5

How Important it is to have a section for reports to upload your new reports and see your old reports?  
ما مدى أهمية وجود قسم للتقارير لتحميل تقاريرك الجديدة والاطلاع على سجل التقارير الخاصه بك؟

10 responses



As much as the response is positive it is also negative and that is to be predicted seeing as the only workers who are going to use this functionalities are the heads of each group of workers

# Worker Survey Summary

- The Time/Finance management functionalities were met with an extremely positive response probably due to the importance of them for each worker seeing as the location, start, end time can change daily.
- The quality-of-life features(Day off request option) were met with a positive outlook as it removed the embarrassment of the human interaction.
- The work-related functionalities were met with mixed responses, where the maintained request option was met with positive responses while the report displaying/uploading was met with a mixed bag of responses.

# End

- This report includes a summarization of the responses to the functionalities offered for each professions in the company excluding lab technicians, security workers due to the lack of responses for both those professions.
- Each profession has a summary summarizing the responses for each functionality.