George Mason University
Flexible Work Technology Needs Assessment

The following questions will assist you in determining which technology tools you need to effectively fulfill your responsibilities when working from an alternate work location. After completing the Assessment, discuss your answers with your supervisor and work with your Telecom Coordinator to submit the required forms.

Please note: Nearly every Flexible Worker requires, at a minimum, a computer and Internet connection. Detailed descriptions of the technology tools referenced below, along with how and where to obtain them and their associated costs, can be found in the Technology Tools section of the Flexible Work website.

1. I plan to use my personal computer at my alternate work site.
   □ Yes □ No
   I plan to use a Mason-provided computer at my alternate work site.
   □ Yes □ No

2. I need Internet access while teleworking.
   □ Yes □ No
   I already have Internet access at my alternate work site.
   □ Yes □ No

3. I need to communicate by voice (phone) with individuals or people at Mason.
   □ Yes □ No

   A ‘Yes’ response indicates potential requirements for one or more of the following resources:
   • Cellular Phone
   • Desk Set Telephone
   • Headset
   • Land Line
   • Smartphone
   • Softphone
   • Telework Bundle
   • VoIP (internet) line

4. I need to communicate by voice (phone) for business purposes with individuals who do not work for Mason and/or are not on a Mason campus.
   □ Yes □ No

   A ‘Yes’ response indicates potential requirements for one or more of the following resources:
   • Cellular Phone
   • Desk Set Telephone
   • Headset
   • Internet access
   • Land Line
   • Smartphone
   • Softphone
   • Telework Bundle
   • VoIP (internet) line
5. I need to receive voice mail messages for business purposes.
   ☐ Yes ☐ No

   A ‘Yes’ response indicates potential requirements for one or more of the following resources:
   • Cellular Phone
   • Desk Set Telephone
   • Headset
   • Internet access
   • Land Line
   • Smartphone
   • Softphone
   • Telework Bundle
   • VoIP (internet) line

6. I need to communicate by e-mail with people at Mason.
   ☐ Yes ☐ No

   A ‘Yes’ response indicates potential requirements for one or more of the following resources:
   • Internet access via cable, FiOS, Satellite, Air Card/MiFi, Modem Card
   • Telework Bundle
   • VPN access

7. I need to communicate by e-mail for business purposes with individuals who do not work for Mason and/or are not on a Mason campus.
   ☐ Yes ☐ No

   A ‘Yes’ response indicates potential requirements for one or more of the following resources:
   • Internet access via cable, FiOS, Satellite, Air Card/MiFi, Modem Card

8. I need to connect to Mason web sites like [http://gmu.edu](http://gmu.edu) and [Patriot Web](http://gmu.edu), as well as other web sites on the public Internet (the World Wide Web) for business purposes.
   ☐ Yes ☐ No

   A ‘Yes’ response indicates potential requirements for one or more of the following resources:
   • Internet access via cable, FiOS, Satellite, Air Card/MiFi, Modem Card
   • Telework Bundle
   • VPN access

9. I need to connect securely to Mason online applications, web sites, or systems that I cannot access using the public Internet. (Examples: MESA Shares, MESA M Drive, Native Internet Banner, Docushare, DataMart, CommonSpot, Mason WordPress Server, Secure Shell, Remote Desktop, EPMO, etc.)
   ☐ Yes ☐ No

   A ‘Yes’ response indicates potential requirements for one or more of the following resources:
   • Internet access via cable, FiOS, Satellite, Air Card/MiFi, Modem Card
   • Telework Bundle
   • VPN access
10. I need to analyze data from, or input data into an online system on campus. (Examples: MESA Shares, MESA M Drive, Native Internet Banner, Docushare, DataMart, CommonSpot, Mason WordPress Server, EPMO, etc.)

☐ Yes  ☐ No

A ‘Yes’ response indicates potential requirements for one or more of the following resources:
• Internet access via cable, FiOS, Satellite, Air Card/MiFi, Modem Card
• Telework Bundle
• VPN access

11. I need to use productivity tools to import or export data files on a PC/laptop or other device for business purposes. (Examples: Microsoft Office, Adobe Productivity Suites, desktop publishing software, graphics suites, diagramming software, etc.)

☐ Yes  ☐ No

A ‘Yes’ response indicates potential requirements for one or more of the following resources:
• Office productivity software, same versions used at Mason
• VPN access

12. I need to print out documents for business purposes.

☐ Yes  ☐ No

A ‘Yes’ response indicates potential requirements for one or more of the following resources:
• Computer
• Printer and software

13. I need to scan documents for business purposes.

☐ Yes  ☐ No

A ‘Yes’ response indicates potential requirements for one or more of the following resources:
• Computer
• Scanner and software


☐ Yes  ☐ No

A ‘Yes’ response indicates potential requirements for one or more of the following resources:
• Computer
• Fax machine