

Collaborative Teamwork

Basic Thoughts & Advice

Advantages

- Group synergy
- Perspectives
- Leveraging experiences; both successes and nonsuccesses
- Utilize individual areas of expertise; a multi-disciplined team
 - *Think of a musical group or orchestra; play your part & watch the conductor*

T – Together
E – Everyone
A – Achieves
M – More

Project Launch

- Team Charter or Collaborative Agreement
 - Define mission and what success means; frame the issue
 - Know the “deliverable” or “product” of the team effort
 - Don’t “reinvent the wheel”, utilize familiar report or presentation formats for the audience
 - Define roles & responsibilities ... “stay in your lane”
 - Project schedule
 - Set milestones/goals to help define the plan
 - Establish an issue escalation process (e.g. advisors or teaching team)
 - Create project checklist

- Chairperson or co-chairs orchestrate the success
 - A clear charter allows any team member to lead & follow the plan checklist

- Regular briefings/meetings
 - Communicate project status, current issues, and issues that have been resolved. This is where the synergy of the team can help and allows passive cross-training. Experience finds that “little weeds” become “big weeds” if not handled promptly.

Project Quality Improvement Tools *include...*

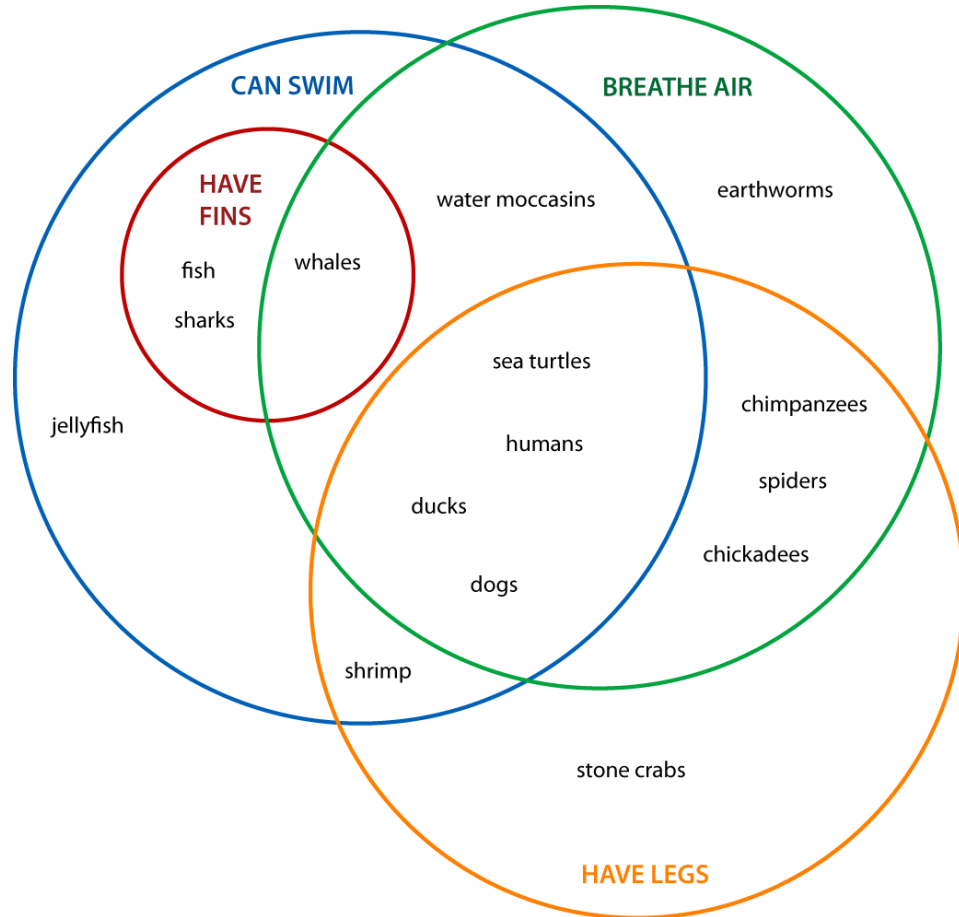
- Issues log or Running Action Item List (RAIL)
 - What/when issue, Risk or Urgency, Who working on solution,
- Flow Chart
- Venn Diagram
- Cause & Effect Diagram a.k.a. Fishbone Diag. or Ishikawa Diag.
- Histogram
- After Action Collaborative Reviews e.g.
 - What-When-Where-Who
 - Keep-Start-Stop retrospection
 - SWOT Analysis (Strengths, Weaknesses, Opportunities, Threats)

Keys to Success

- Understanding the personality types that makeup your team (a.k.a. social styles)
 - Doer / Driver – Tells; Action oriented – needs choices
 - Thinker / Analytical – Asks; Data driven - needs proof
 - Seer / Expressive – Tells; Creative – needs affirmation
 - Feeler / Amiable – Asks; Relationship driven – needs encouragement & support
- Willingness to reach consensus and move on
 - Do you have time for perfection?
- A collegial team rapport
- Recognition and celebration of success

Venn Diagram

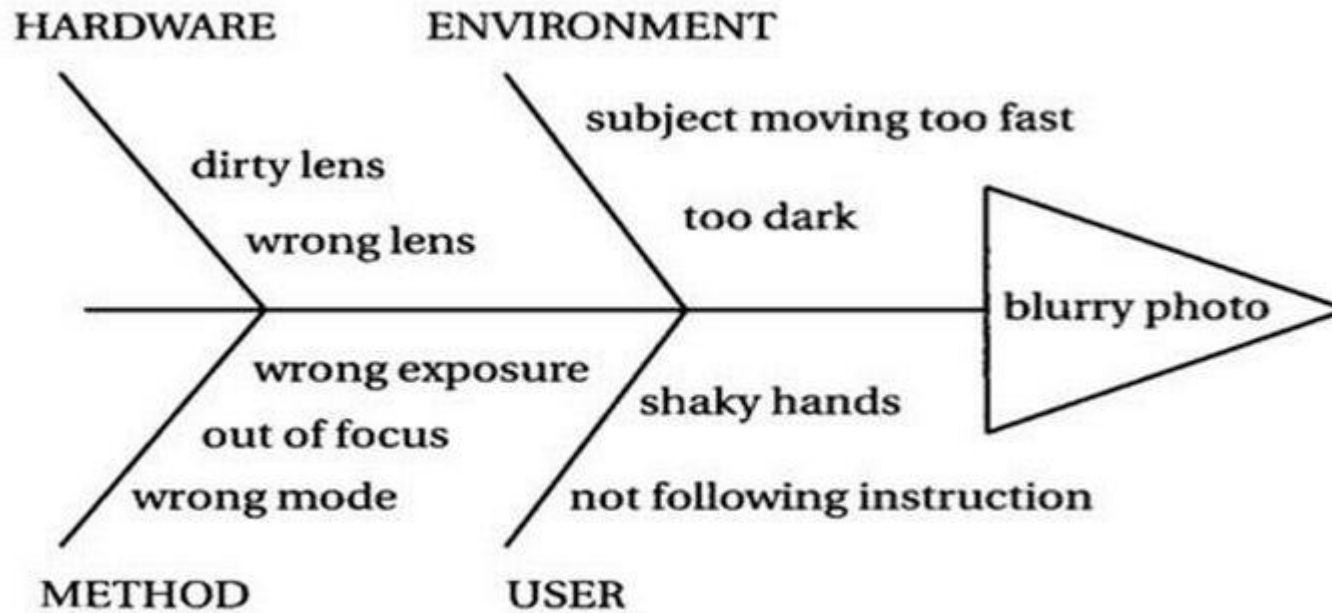
Credit: <https://www.edrawmax.com/venn-diagram/>



Cause & Effect Diagram

a.k.a. Fishbone or Ishikawa Diagram

Credit: https://www.canr.msu.edu/news/can_a_fishbone_diagram_help_your_group



Histogram

Credit: <http://aitechtonic.com/what-is-best-steps-for-creating-histogram-chart-in-excel/>

