

Build Your Collaborative Plan

At a team meeting, recall the critical success factors of your best Team Experiences from your Individual Profiles as you discuss your Goals (small g and BIG G), Roles, Procedures & Relationships, using the prompts you see below. Document your discussion and agreements by filling in this Collaborative Plan Template, removing each prompt as you respond to it, or using the blank template that follows as a guide. The template expands: use as many pages as you need.

Team Name: You+ World Date: 3.9.17	
Goals	<ul style="list-style-type: none"> ● What are the personal goals (small g) of each member on this team? (Team Member #1,#2, #3, etc) Make sure they connect to the DREAM on the Individual Profile. <ul style="list-style-type: none"> ○ Seb: Make something that will get people to engage with one another ○ Sharon: make being alone a good thing/ encourage introvertedness/ make a product that people can use to alleviate stressful social situations ○ k8: create a product/platform for shy creatives/humxns that is user-centered and aesthetically A1 ○ Shota: Making a visual piece that integrates some sense of effective technology to theoretically create a better “something”-ness ● What is the Project GOAL (big G) we’re all committed to achieve together? <ul style="list-style-type: none"> ○ How might we XXXXXCENSOREDXXXX shyness? TBA <ul style="list-style-type: none"> ■ soothing anxiousness for shy people in social situations ● Is our Project Goal scaled to our resources (dreams, materials, skills, differences, etc.) and constraints (assignment, time, skills, etc.) <ul style="list-style-type: none"> ○ Yes, we’re taking into account the time scale & resources we have available. ● What are the metrics for success for what we’re producing?
Roles	<ul style="list-style-type: none"> ● Who is responsible for which deliverables? <ul style="list-style-type: none"> ○ e v e r y o n e ● Which deliverables that require collaboration, subgroups & individual work? Who does each person depend upon to succeed? ● Do we need a project manager to coordinate? <ul style="list-style-type: none"> ○ No ● What are the deliverables each person is accountable to produce?
Procedures	<ul style="list-style-type: none"> ● Decision Making - What process shall we use: consensus, majority rules, deference to expert, default to the loudest, or? ● Effective Meetings - Focus on key, timely decisions together vs. status/update (offline); ● Meeting roles: scribe, facilitator, time keeper ● Communication - FTF: frequency, time, location; type of technology: (Googledocs, Hangout, etc.); expectations for responsiveness; ‘best time to work’ (AM, PM, weekends?)
Relationships	<ul style="list-style-type: none"> ● Team Diversity - What is the diversity on our team? Disciplines to tap for solutions; individual learning styles for the stages of invention; overall team learning style strengths and places to supplement; cultural backgrounds , work experience, dreams to leverage for scope & impact of goals, new roles, better procedures; languages for more diverse customer set, bigger market; ● Listening - Notice my binary thinking, auto-rankism, and go beyond it. ● Team Name-What’s a team name that captures who we are and what we’re going to do?