

WORKING IN TEAMS & HEADING OFF FAILURE

Your projects will fail because of lack of collaboration, poor communication, and inefficiencies in working process.

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COLLABORATION

Embracing the value of conflict

“[Business leaders] have the predisposition and the capacity to hold in their heads two opposing ideas at once. And then, without panicking or simply settling for one alternative or the other, they’re able to creatively resolve the tension between those two ideas by generating a new one that contains elements of the others but is superior to both.”

Roger Martin, former Dean, Rotman School of Management

COLLABORATION

Division, compromise, consensus, harmony

Given: you will not always agree with one-another.
The question is – what do you do about it?

Not always bad

Division

You disagree and cannot move forward.

Compromise

You disagree, but flex enough to find common ground.

Consensus

You generally agree, but not passionately.

Harmony

You vehemently agree, and move forward without question.

Not always good

COLLABORATION

Setting ideas free

“My idea”

“Your idea”

“Our idea”

“The idea”

“An idea”

COLLABORATION

Committing to tasks & deliverables

What will be done?

How will it be done?

At what level of detail will it be done?

Who will do it?

When will it be done?

COLLABORATION

Showing up

All-in, or none at all.

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COMMUNICATION

Asking for help

Your teams are not isolated from one-another.

Not everyone is good at everything.

No one can read your mind.

COMMUNICATION

Setting working-style expectations

I work best...

At night	In the morning	With music	Quietly	Talking	Silently	In short bursts	In long blocks
With lights	In the dark	In a fast pace	In a slow pace	With alcohol	Dry	With smoke breaks	Smoke free
With headphones	Without headphones	In a messy space	In a clean space	With structure	Freeform and loose

COMMUNICATION

Hitting problems head-on

Small problem
Small consequences
Unemotional
Easy solution
Support



Big problem
Small Big
Emotional
No solution
Resentment

COMMUNICATION

Taking breaks

“I need to take a break.”

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WORKING EFFICIENTLY

Stop talking and make something

When you make something...

You work through complexity

You solve problems and identify new problems

You make a commitment

You form a perspective

You give shape to ideas

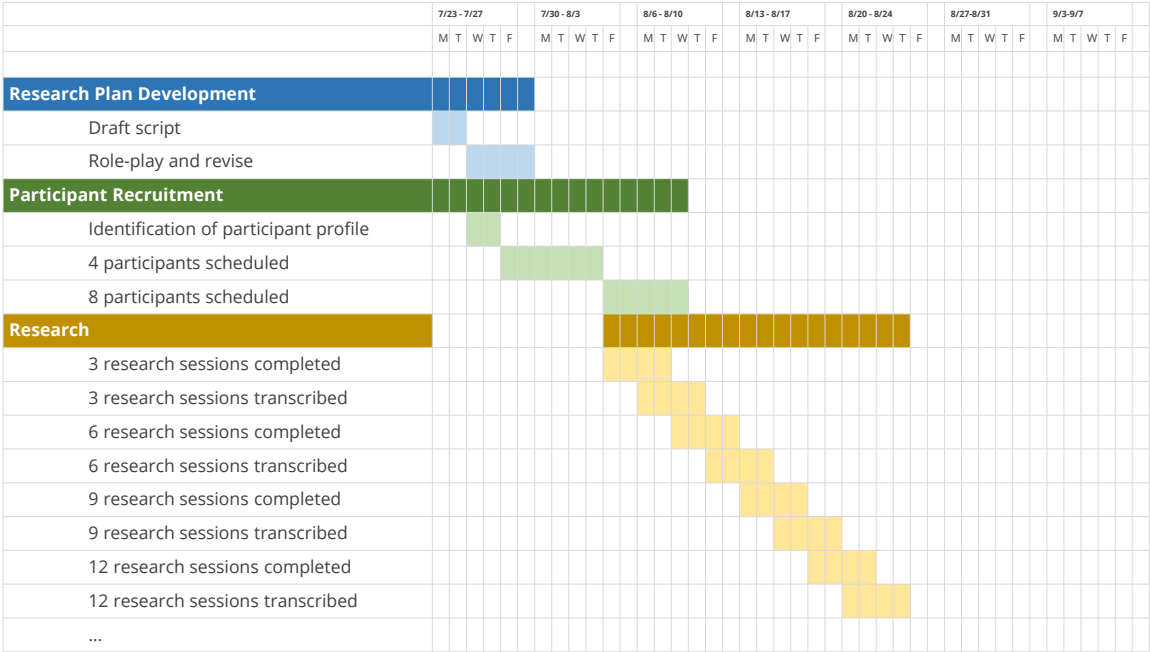
WORKING EFFICIENTLY

Timeboxing

We have 45 minutes to do this. After 45 minutes, we stop, no matter where we are.

WORKING EFFICIENTLY

Project planning



WORKING EFFICIENTLY

Todo lists, and todo list daily scrubbing

	7/23 - 7/27					7/30 - 8/3					8/6 - 8/10					8/13 - 8/17					8/20 - 8/24					8/27-8/31					9/3-9/7				
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
Research Plan Development																																			
Draft script																																			
Role-play and revise																																			
Participant Recruitment																																			
Identification of participant profile																																			
4 participants scheduled																																			
8 participants scheduled																																			
Research																																			
3 research sessions completed																																			
3 research sessions transcribed																																			
6 research sessions completed																																			
6 research sessions transcribed																																			
9 research sessions completed																																			
9 research sessions transcribed																																			
12 research sessions completed																																			
12 research sessions transcribed																																			
...																																			

Things to do

- Create draft research plan (Jon)
 - Participants, context, focus statement
- Reach out to businesses (Matt)
 - Roland's
 - The Iron Cactus
 - Chilito
 - Brainstorm others?
- Create research document packets (Ruby)
 - Consent forms
 - Research plan per person
 - Compensation form & compensation
- Buy foamcore boards for pinups (Jon)
 - 8x4 black sheets, Miller Blueprint
- ...

Things to do **today**

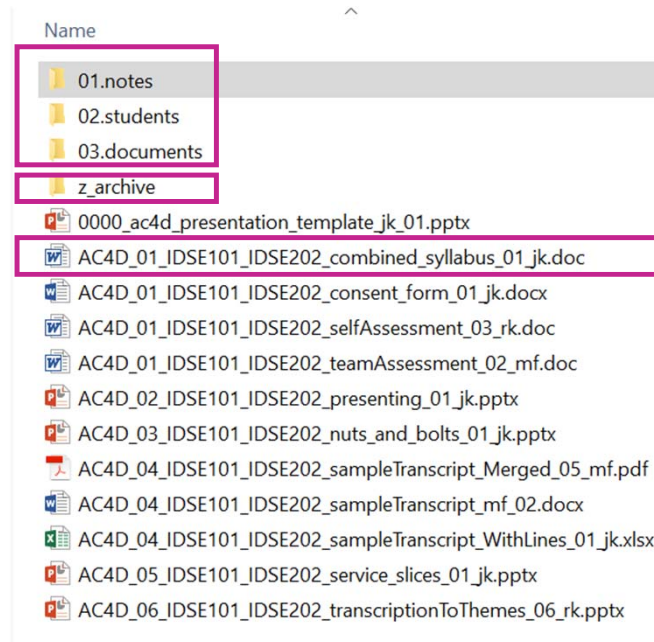
- Create draft research plan (Jon)
 - Participants
 - Identify the people we will target
 - Figure out quantities based on availability, but also based on intended mix of perspectives
 - Email to team; feedback due 5pm
 - Post to dropbox
 - Integrate feedback ~9pm
- Develop comprehensive business list (Matt)
 - Starting list
 - Roland's
 - The Iron Cactus
 - Chilito
 - Extended list
 - Based on location - Manor, Chicon
 - Based on size - determine ideal
- ...

WORKING EFFICIENTLY

Folders and files: naming, versioning, archiving

Folders named to fall in a sequence

Previous versions in archive folder



Full filename:

PROJECT_SEQUENCING_NAME_VERSION_EDITOR.TYPE

AC4D_03_designResearchPresentation_04_JK.DOCX

Your projects will succeed because of supportive collaboration, direct communication, and efficient working processes.

