UW-ICTR Collaboration Planning Session: Level Two

Project Title:

Team Members:
●

Session Date:

Collaboration Planning Worksheet

During the session, please jot down your notes from the discussion to help in producing a final Collaboration Plan to be submitted with your first quarterly report to UW-ICTR.

Question	Team Notes
Section 1: Team Vision	
1.A. What is the overarching research question or problem you'd like to answer/solve with this particular project?	
1.B. What is the longer-term vision for this team?	
1.C. For this particular project, what does success look like in tangible terms? (e.g., collect preliminary data on X, pilot test an intervention)	

1.D. How can your team create a shared vision of what success looks like for the project as a whole and the individual components? (e.g., kick-off meetings, highlighting the vision at each meeting)	
1.E. How can your team create shared mental models/frameworks of your project's scientific concepts and shared vocabulary, especially if your team has a number of disciplines represented who may be approaching their work with different models/frameworks? What kinds of conversations has your team had or plan to have about how all the work fits together?	
Section 2: People, Roles, & Responsibilities	
2.A. Who is on this team and what skill set do they contribute to achieving your team's shared goals for this project?	
2.B. Now that the project is about to launch, are there skill sets that are missing from your original team?	
2.C. Do you have early-career researchers on the team that may need guidance on explaining/annotating their role on this project for their promotion package?	
Section 3: Team Outputs	
3.A. What kinds of outputs do you anticipate arising from this project? Please specify what and where, if applicable.	
3.A.i. Publications	

3.A.ii. Intellectual property/patents	
3.A.iii. Data sets	
3.A.iv. Other scholarly output (conference talks, posters, etc.)	
3.A.v. Public outreach/communication (report back of results to communities, media, etc.)	
3.B. What will your authorship or attribution policies be?	
Section 4: Team Culture	
4.A. What are some of your team norms and expectations? How would you describe your team's culture to a new person? (e.g., we value autonomy and collaboration equally; when something doesn't go as planned, we regroup and decide next steps together; we set aside time for getting to know each other and have fun; we believe good ideas and leadership can come from anywhere on the team)	
4.B. How can you make that team culture explicit and communicate and enforce those team norms and expectations for both existing and new team members?	
4.C. How will your team make sure all voices are heard, that all members are encouraged to participate and add their unique perspectives to the conversation?	
Section 5: Team Processes & Team Functioning	

5.A. What is your process for making decisions about:	
5.A.i. Scientific direction?	
5.A.ii. Resource allocation?	
5.A.iii. Personnel?	
5.A.iv. Other?	
5.B. What is your process for resolving disputes such as those over resources or deliverables?	
5.B.i. Interpersonal conflict vs scientific conflict	
5.B.ii. Conflicts among staff vs conflicts between PIs	
5.C. How can your team assess if it is functioning well?	
5.C.i. What are some of the red flags for a poorly functioning team and signs of a highly functioning team?	
Section 6: Project Management & Infrastructure	
6.A. Project Management: How do you anticipate managing the project?	
6.A.i. Is there a designated project manager?	
6.A.ii. How will tasks be identified, assigned, tracked, and judged complete?	

6.A.iii. Who will organize meetings and record the discussion and decisions?	
6.A.iv. How often will your team meet and by what modality (in-person, WebEx, phone)?	
6.A.v. Are there sub-teams that will meet? If so, how will the outcomes of those meetings be communicated to the larger group?	
6.B. Project Infrastructure and Shared Tools:	
6.B.i. What communication technologies (WebEx, email) will you use to work together?	
6.B.ii. What coordination technologies (shared calendar, Box, shared drive, project management tools) will you use to work together?	
6.B.iii. Are there outside collaborators who will need access to UW systems? If your collaborators are at other institutions, will the UW resources you're using be accessible to the entire team?	
6.C. Information Management:	
6.C.i. How are the results of meetings and communications documented and stored so they are accessible to the team and for future use?	

6.C.ii. How will you document where each type of information (e.g., meeting notes, SOPs, forms, tasks, team contact lists) lives and train everyone on the team so they know what information goes into which tool and where to find different kinds of information?	
6.D. Data Management:	
6.D.i. At a high level, how will data be managed?	
6.D.ii. What will your data sharing policy be? Who has access to the raw data or other data sets from the project?	
6.D.iii. Do you need any data use agreements with non-UW partners?	
Section 7: Implementation & Maintenance of the Collaboration Plan	
7.A. The next step in the Collaboration Planning process is to take today's discussion and create a Collaboration Plan.	
7.A.i. How can you see your team using this Collaboration Plan?	
7.A.ii. What format would be useful for your team?	
7.A.iii. How can your team work together to create that Collaboration Plan?	
7.B. How can you build in reflection time at each milestone to assess your team processes and your alignment with the Collaboration Plan?	

7.C. How can you allocate resources (e.g., time, effort) to support team function?	
7.C.i. Can you add a short "team function" question to each leadership and/or team meeting? Examples: 1. Did our team work as effectively as possible this past [month, week]? 2. What did our team learn this week and how does that impact what we do next? 3. What is one thing that happened this month that exemplified our team values? 4. How did we do this month in making progress toward our goals? 5. Where are we struggling to meet our team expectations? 6. Is there a way that our team can better support you in your work?	
7.C.ii. How can the leadership team assess team functioning?	