



## STEP 2

## CREATE A COMMUNICATION PLAN

▶ What methods will your team use to communicate?

- ➔ Regular meetings
- ➔ Text/Call
- ➔ Email 
- ➔ Collaborative Software

▶ How often will you communicate?

▶ How late is too late to text or call?

▶ How many emojis are too many emojis?



▶ How often will you meet in person & what will meetings be for?

- ➔ Checking in
- ➔ Reviewing drafts together
- ➔ Problem-solving
- ➔ Identifying next steps

▶ How will you approach decision-making with differing opinions?

▶ What if you lose touch with a member mid-project?

▶ Will there be pie?!



*During the project, stay in touch!*

## FOLLOW YOUR COMMUNICATION PLAN:

✓ Check in on upcoming deadlines @ projects ✓ Show up at the meetings or web conferences ✓ Ask team members what they need to advance their work

## MAKE MEETINGS MATTER:

✓ Show up prepared to the meeting ✓ Outline what the team wants to accomplish in the meeting ✓ Roughly plan how much time you'll spend on the items you need to cover ✓ Respect each person's time: stay on track

## MONITOR YOURSELF:

✓ Set personal goals for your own schedule (commitments to project, @ deadlines) ✓ Set deadlines for yourself at least 24 hours ahead of the group's deadline ✓ Let team members know if something comes up that may affect the team's schedule ✓ Cut yourself some slack! Plan for your workload to be manageable @ be okay with rough drafts being rough.

## STEP 3

## DEVELOP A SHARED UNDERSTANDING OF THE PROJECT

It can make all the difference to take some time at the beginning to learn what everyone's thinking about the project - what it is, what you want it to yield, what you want to have happen to get there, etc.

To engage in this conversation, consider these questions together:

1. What is the **purpose** of the project? Don't assume this; be sure to talk it through.
2. What **goals** and priorities does the team share?
3. What are the project's major pieces or **priorities**?
4. What **challenges** do team members anticipate?
5. How often can team members expect **pie** during the project?! 



## STEP 4

## PLAN THE PROJECT

Once everyone understands the project, the team's goals, and what needs to be accomplished, it's helpful to plan the project together (check out the strategies below, plan together on the following page & find an example plan at <http://bit.ly/teamdreamplan>). To plan your team project effectively:

1. **Work backwards.** Start with major deadlines, and then work backwards for mini-deadlines and specific tasks to complete the project.
2. **Name your major deadlines.** This includes the project due date, and any drafts or major elements of the project due to your teammates or instructor along the way.
3. **Plan mini-deadlines.** These are deadlines you make for yourself to complete the work ahead of a major deadline. mini-deadlines help you stay on track!
4. **Identify specific tasks.** What actions have to be completed in order to meet your team's deadlines?
5. **Distribute work evenly.** You're a team. Be sure that tasks are distributed in a way that gives everyone the opportunity to fully participate and contribute.
6. **Track tasks and completion.** On your calendar, check off individual and group tasks as they're completed. Have a plan for if tasks are not being completed.
7. **Plan to check-in/review progress.** Set specific days on your calendar to review the team's progress/plan.





## COLLABORATION SOFTWARE & SERVICES

Collaboration software can help your team stay connected throughout your project. It can facilitate meetings at a distance, or allow you to track work on shared documents.

Research and answer these questions before making your choice:

- ▶ What services would allow you to • share/edit files • track work • direct message • video/phone/web conference • etc.
- ▶ Does the service charge any fees?
- ▶ What is the privacy policy of the service?
- ▶ How accessible is this service for all team members?
- ▶ Does this service have a steep learning curve for new users?

While we can't vouch for these, here are 10 collaborative software options you could consider (don't forget to research and answer the suggested questions!):

*Slack* ✨ *Basecamp* ✨ *Asana* ✨  
*Dropbox* ✨ *Flock* ✨ *Podio* ✨ *Ryner* ✨  
*Trello* ✨ *Google Hangouts* ✨  
*Webex*

Work as a team to choose a service that supports all team members' needs. When in doubt, consider using a service everyone has access to through their OSU account, like Google Drive or Box, and that won't sell their information.



## WORKING ACROSS TIME ZONES

If you're in an online or hybrid course, or if you have a traveling team member, you may need to complete work in different time zones. This can make meetings tricky, but not impossible!

Use these tips to keep your project moving forward:

- ▶ Include everyone's time zone in your communication plan.
- ▶ Create a shared calendar so you know when people will be working on the project.
- ▶ Use collaborative software that allows you to check in asynchronously and see updates to shared documents.
- ▶ Plan for tasks that can be done solo, and be strategic when choosing tasks to collaborate on.
- ▶ Be flexible in meeting times. Meetings may be early or late. Trade off who meets at an early/late time.
- ▶ Acknowledge how cool your friends from the future are. Seriously, they know what's going to happen. Like, whoa!



## HOW TO BE A GOOD HUMAN

As a team, it's great to plan together and to take the time to get to know each other. At the same time, keep in mind that, within your team's context, everyone is bringing their unique situation, experience, and personal context, too.

Here are some basic tenets to good humanship:

- ▶ Understand that everyone has different schedules, commitments & responsibilities.
- ▶ Life happens. Plan flex time for unexpected delays. Be willing to take on extra work to support each other.
- ▶ Listen carefully when team members speak. Ask questions to be sure you understand.
- ▶ Notice when someone hasn't contributed in a while. Invite them into the conversation.
- ▶ Be flexible and willing to collaborate when things get stressful or deadlines are approaching.
- ▶ Acknowledge that teamwork can be difficult and frustrating at times. Work together so everyone can have a positive experience.



## WORKING ACROSS LANGUAGES & CULTURES

Diverse teams add creativity, perspective, and nuance to projects. As a professional, you'll work with people who are different from you (perhaps in background, culture, language, etc.) Group projects are a great time to build collaborative skills!

### *How to collaborate like a superstar:*

Take time to get to know about each team member, and to share about yourself.

Think about how your perception of work and your communication relate to your background.

Be curious and polite. Get to know each other. Ask questions.

Create group structure that gives everyone a chance to participate and to lead.

Language or accent barriers? Talk to each other. Practice listening carefully. Ask questions.