**Sample Team Work Plan**

General Class Assignment Duties:

**Nemo** 25%: will draft and seek input from group about Human Subjects Review & instruments; write up annotated bibliography and literature review section for 5 resources; write research ‘so what’ statement; write findings and areas for future research.

**Howard** 23%: will take feedback and submit final Human Subjects Review & instruments; write up annotated bibliography and literature review section for 5 resources; write methods and methodology sections.

**Fiona** 27%: will input, pre-test and launch on-line survey; export results into Excel; craft data dictionary for coding; write up annotated bibliography and literature review section for 5 sources.

**Sky** 25%: will pre-test and schedule all interviews/focus groups; note taker at interviews/focus groups; write up annotated bibliography and literature review section for 5 sources; write paradigm(s) section; write topic background section; craft power point presentation.

All:

* Attend client meetings (if working with an organization)
* Attend and participate in team meetings
* Collect information about client organization and/or background information about topic
* Participate in writing sections of final research proposal and report, present findings/areas for future research
* Participate in class presentation
* Draft and finalize problem statement, research question, team work plan, and hypotheses (if applicable)
* Agree on final HSR & instruments
* Create data collection strategy
* Conduct/participate in interviews/focus groups or view survey results
* Create data analysis strategy
* Code/analyze data collected from surveys or interviews/focus groups
* Treat each other with respect
* Allow all individuals and ideas to be heard
* Keep an open mind
* Follow through with agreed to areas of responsibility
* Keep group informed of progress
* Ask faculty for assistance if needed

Areas of Responsibility

|  |  |  |
| --- | --- | --- |
| **Item** | **Person(s) Responsible** | **Timeline** |
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Communication Plan:

Meeting Dates/Times/ Location/Mode (in person, over the phone, skype, etc.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agenda items to touch on at each meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Our definition of graduate level work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Conflict Resolution plan: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Our definition of a successful team project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Aerial Timeline for Work Plan**

Fall Quarter Weeks

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Draft Team work plan  Draft Prob Stat, RQ, hypos | Assess project with faculty advisor, draft annotated bib | Draft  methodology, methods, assignment 3, define terms, variables | holiday | Draft HSR app with tools, draft lit review,  ensure  access to subjects | Draft full research proposal, assignment 4, research plan, develop list of  subject  contacts |  |

Winter Quarter Weeks

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Final HSR submitted to faculty and Deans | Pilot,  Wait for HSR approval,  schedule subjects for interviews or focus groups; reserve facilities |  | Collect Data after  receiving HSR approval | Draft Data Dictionary, draft data analysis plan | Analyze Results |  | Write final product, Present findings, invite subjects to final presentation |  |  |