

Collaborative Projects

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Instructions for paper survey

Make sure each person has **3** green dots and three red dots (you can purchase sticky dots at any office supply store). Or, you can have red and green markers available. On a chart paper that will be easily accessible to participants, list the numbers from 1 - 24.

Print out copies of the survey so that each participant has their own. Ask them to complete the survey and then answer the analysis questions at the end.

Have each person use the green sticky dots or a green marker on the three items where they think the project is strongest. Then have them place the red dots on the items where they think their project most needs to work to improve. Have the group notice the items with the most red dots. These are the project's challenge areas.

Have the group discuss how they could work together to shift these challenge areas.

Check in a week or two later to see how the group is working on the challenges.

In two months retake the survey and see if the group has been able to make changes. The group can then identify additional challenge areas and work on them.

Instructions for web-based survey

This link

https://docs.google.com/forms/d/1QTghxH_BAt4SLPJTPovL4p_M_rEXrE9htx9slUne7k/edit

will take you to a google form of the survey. The first step is to go to the three dots in the upper right and select make a copy from the dropdown menu and save it on your google drive. You may edit it in any way: you may delete questions, add questions or modify questions to better fit your group.

Make sure that under setting (the gear) the last item “See summary charts and text responses” is clicked so everyone will be able to see the graphs with the aggregated responses.

When you are ready to give the survey, click on the send button in the upper right hand corner. Where it says “Send via”, click the second “link” icon. It will offer a url, but click the box below and it will shorten the url. Then click copy and then paste it in your powerpoint or in a word document where you can easily copy it into the chat box on zoom during a meeting where they can simply each click on the link and it will take them to the survey or can show the link to the group at a face-to-face meeting where they can copy it into their smartphones or laptops.

Click on the link yourself, go to the end of the survey and click submit. The net window will say “see previous responses.” Click on that and it will show you the response page. You will need to continually refresh the page (click on the url above and then return) until it the number of responses matches the number of people in your group.

Then slowly scroll through the items, having the group notice the ones with the most 4s and the ones with the most 1, 2 and 3 responses. If you want a more accurate tally, you can click on the green spreadsheet icon in upper right of survey and click on create a new spreadsheet. This will give you a spreadsheet with the responses. You can make an average of each response (In a cell below the first answer, put in the formula “=sum (then select top row of responses to bottom row of responses)/put in the number of people who took the survey. Then copy and paste this into the rest of the columns. This will give you averages and you can select the top 3 and the lowest three.

Once the group has identified the 3 challenge areas, have them brainstorm ways they could shift this challenge. Pick 1-3 actions to do and determine who will be the champion of that action making sure it happens.

Check in a week or two later to see how the group is working on the challenges.

In two months retake the survey and see if the group has been able to make changes. The group can then identify additional challenge areas and work on them.

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