

CREATING COMMON GROUND AND MUTUAL UNDERSTANDING

STARTING POINTS

What level of understanding does each collaborator have for others' work and perspectives? Rate your level of understanding on a scale of 1 to 5. What will the group do to actively improve understanding of each other's worlds?

BRIDGING DIFFERENCES

When differences in approach or expectation surface, how will you address them?

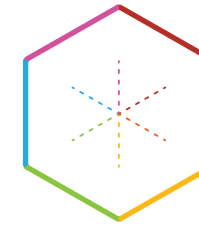
How will you determine which differences are relevant to a rich appreciation of the problem and which will just get in the way?

COMPLEX CONCEPTS

Complex concepts are those that lend themselves to different interpretations by different groups. What complex concepts, theories, or assumptions need to be identified and dealt with as the group makes decisions?

Key Steps for building awareness and managing key differences:

1. Identify differences
2. Develop a way to discuss those differences
3. Understand and respect the basis for those differences
4. Use that understanding to negotiate solutions for disagreements
5. Allow as much as possible for the satisfaction of all parties



THE COLLABORATION KIT

A WORKSHOP FOR COLLABORATIVE KNOW-HOW



TEAM CHARTER

CONTEXTUAL CONSIDERATIONS AND CIRCUMSTANCES

These considerations are likely to affect any collaboration from the outset

- Institutional support for (the) collaboration
- Range of disciplines, departments, people's ranks, values, epistemological differences and institutions involved
- Prior experience working together as team members on projects
- Spatial proximity or distance of offices, studios, laboratories, or workplaces
- Electronic linkages and platforms
- Time allowed
- Specific outline of and support for management, evaluation, and synthesis phases

GOAL

What is your stated objective as a collaboration?

SCOPE

Define the edges of your collaboration. What is in and what is out?

ROLES AND RESPONSIBILITIES

How will you work together?

DECISION MAKING

How will you make decisions as a group?
Are some decisions subject to different criteria?

What decisions can individuals make, and
what decisions must be made by the group?

**DURATION AND
TIME COMMITMENT**

Is this a short-duration sprint or
long-term cooperation?

SUCCESS

What counts as success for this work?

How synchronous or asynchronous are the communication and tasks involved?

How will you know if it's successful?

METHODS

What method(s) will you
use to complete this project?

**ARTIFACT
OR PRODUCT**

What kind of artifact(s) or
product(s) will you create as an output?

