



13.1.1 | Apply: Team Collaboration & Communication

Review the information on team collaboration and communication in Chapter 13 of *Streamlined ID* (2027) and use the links provided in the recommended Chapter 13 website resources to identify policies and strategies for effective collaboration and communication for an instructional design project team. Your plan should include about a paragraph-long description for each of the following items:

Project Scope Statement – A brief list of the deliverables to be produced by the instructional design team for a client or employer, as well as a step-by-step list of the tasks that must be completed to produce those deliverables. If desired, you can provide this information in the form of a workflow diagram or flowchart.

Organization & Logistics – Identify the team members and the roles to be filled by those members (either job descriptions or the division of work on the deliverables to be produced). In addition, address how, where, when, and how often the team will meet, whether face-to-face or virtually. What steps will be taken to ensure effective and efficient meetings?

Tracking & Reporting Progress – Develop a plan or procedure for tracking the time spent on the project. Identify the tool or tools you'll use for this task. Develop a procedure and schedule for submitting regular, brief status reports to a supervisor on team progress.

Review Cycle – Identify when during the course of the project the deliverables will be reviewed by the client and/or stakeholders. State how revisions and/or variances will be handled by the project team. Outline items or questions the client should address when reviewing each deliverable.

Collaboration/Communication Tools/Procedures – Include additional guidelines or procedures relevant to your project (e.g., version control procedures for the files developed; visioning tools that will be used; and/or collaboration and communication tools to be used).

Scheduling – Include an initial project schedule in chart form (simple table or Gantt chart) that addresses milestone dates, phases of the development cycle, and action items to complete by those dates, with the responsible parties noted. Within that schedule, address (or illustrate) any task dependencies (e.g., scripts to be written and concepts approved by the client prior to shooting video or recording audio).

Your final plan should be long enough to address the above topics in a way that would be clear and sufficient for project team members to implement. Compare your plan to the plans of your peers or show it to an experienced instructional designer for feedback.