Team Pulse Diagram - Structured collaboration to ensure a successful outcome by design

EXHALE **INHALE** **EXHALE**

Project Timeline

Collaborative Group Work — Individual/Small Group Work
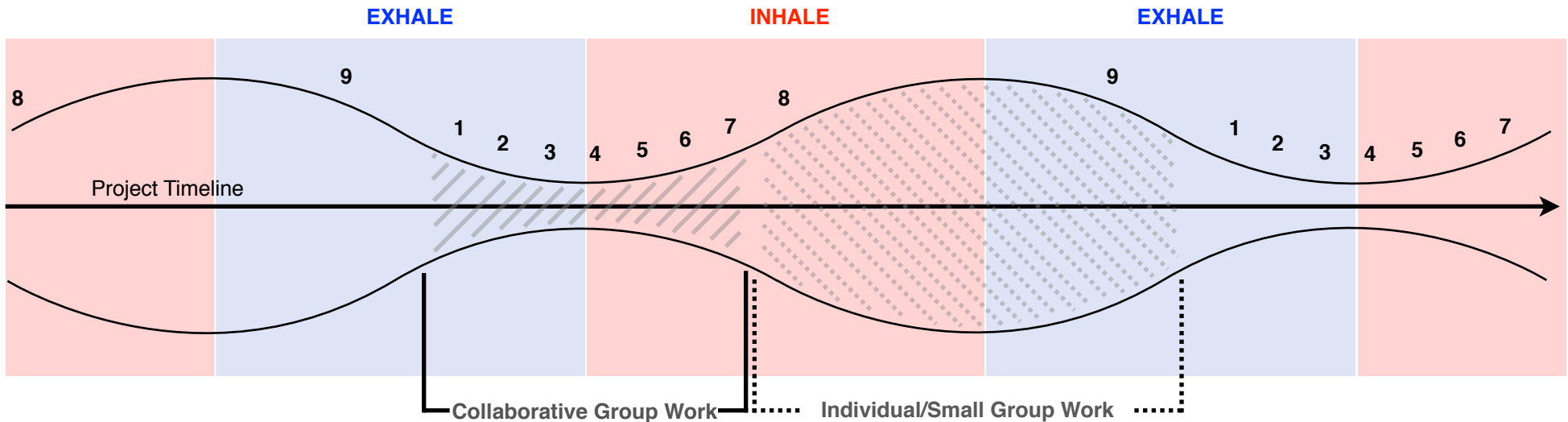
Inhale vs. Exhale
- **Inhale:** With goals and purpose set the group is ready to take in ideas for action, set priorities, delegate responsibilities, create personal action plans, research and concentrate appropriate new information.
- **Exhale:** With new information accumulated the group is ready to sort, validate, integrate, and metabolize it to inform the next step of the design process, re-affirming the need for the work, the principles that guide it, and the purpose of this most recent developmental pulse.

1. Review the need and principles at the beginning of the group session.
2. Review pre-set goals and purpose for this pulse, share individual progress towards those goals.
3. Decide goals and purpose for next pulse.
   a. If decisions meet deadlock, reference decision-making principles and follow pre-agreed upon protocol.
4. Work backwards, create an action plan. Decide what needs to be done to achieve the goals and fulfill the purpose of the next pulse. Specific, measurable action steps.
   a. If decisions meet deadlock, reference decision-making principles and follow pre-agreed upon protocol.
5. Determine relative priorities of various steps in the action plan. Delegate responsibility for individual action steps.
6. Create personal action plans such that each team member knows exactly what they are responsible for doing during the next pulse and who they need to work with.
   a. If it involves collaboration with another team member(s) know explicitly who is responsible for what pieces
      i. Ask "What do you need from me in order to be successful?" - know this before you begin the work!
7. Set a deadline for the next pulse meeting.
8. Do the individual and/or small group work necessary to complete personal action plan. Begin with the highest priority task first.
9. Organize your work for presentation to the group such that it will help achieve the goals and fulfill the purpose of that pulse.