

**modernist
studio.**

WORKING IN TEAMS & HEADING OFF FAILURE

**Your projects will fail because of
lack of collaboration,
poor communication, and
inefficiencies in working process.**

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COLLABORATION

Division, compromise, consensus, harmony

Given: you will not always agree with one-another.
The question is – what do you do about it?

Not always bad

Division

You disagree and cannot move forward.

Compromise

You disagree, but flex enough to find common ground.

Consensus

You generally agree, but not passionately.

Not always good

Harmony

You vehemently agree, and move forward without question.

COLLABORATION

Setting ideas free

“My idea”

“Your idea”

“Our idea”

“The idea”

“An idea”

COLLABORATION

Committing to tasks & deliverables

What will be done?

How will it be done?

At what level of detail will it be done?

Who will do it?

When will it be done?

COLLABORATION

Showing up

All-in, or none at all.

+/- of divide and conquer.

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COMMUNICATION

Asking for help

Your teams are not isolated from one-another.

Not everyone is good at everything.

No one can read your mind.



COMMUNICATION

Setting working-style expectations

I work best...

At night	In the morning	With music	Quietly	Talking	Silently	In short bursts	In long blocks
With lights	In the dark	In a fast pace	In a slow pace	With alcohol	Dry	With smoke breaks	Smoke free
With headphones	Without headphones	In a messy space	In a clean space	With structure	Freeform and loose



COMMUNICATION

Hitting problems head on



COMMUNICATION

Taking breaks

“I need to take a break.”

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WORKING EFFICIENTLY

Stop talking and make something

When you make something...

You work through complexity

You solve problems and identify new problems

You make a commitment

You form a perspective

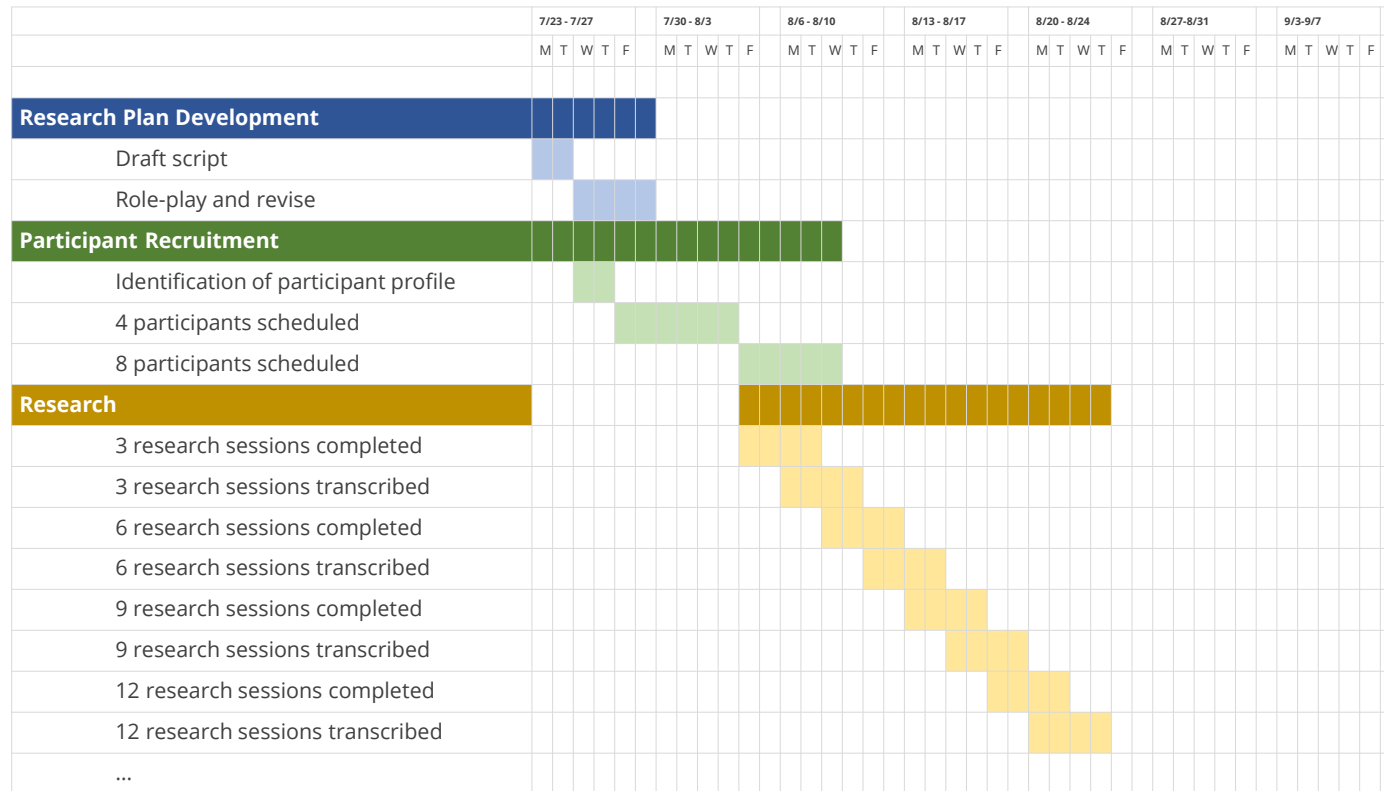
You give shape to ideas

WORKING EFFICIENTLY

Timeboxing

“We have 45 minutes to do this. After 45 minutes, we stop, no matter where we are.”

Project planning



WORKING EFFICIENTLY

Todo lists, and todo list daily scrubbing

Things to do

Create draft research plan (Jon)

- Participants, context, focus statement

Reach out to businesses (Matt)

- Roland's
- The Iron Cactus
- Chilito
- Brainstorm others?

Create research document packets (Ruby)

- Consent forms
- Research plan per person
- Compensation form & compensation

~~Buy foamcore boards for pinups (Jon)~~

~~→ 8x4 black sheets, Miller Blueprint~~

...

Things to do today

Create draft research plan (Jon)

- Participants
- ~~→ Identify the people we will target~~
- ~~→ Figure out quantities based on~~
- ~~→ availability, but also based on intended~~
- ~~→ mix of perspectives~~
- Email to team; feedback due 5pm
- Post to dropbox
- Integrate feedback ~9pm

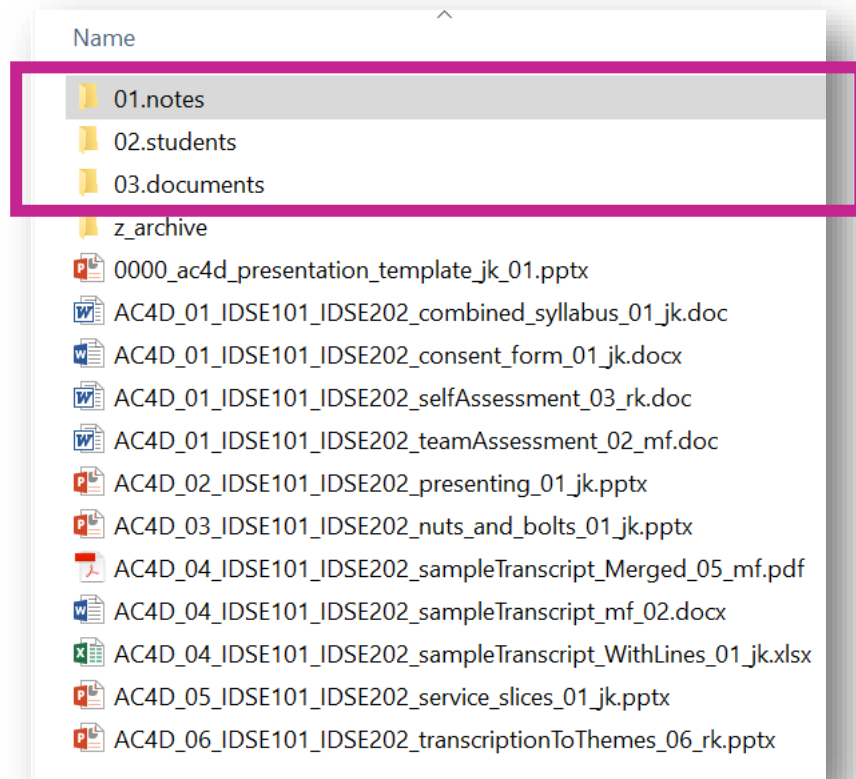
Develop comprehensive business list (Matt)

- Starting list
- Roland's
- The Iron Cactus
- Chilito
- Extended list
- Based on location – Manor, Chicon
- Based on size – determine ideal

...

WORKING EFFICIENTLY

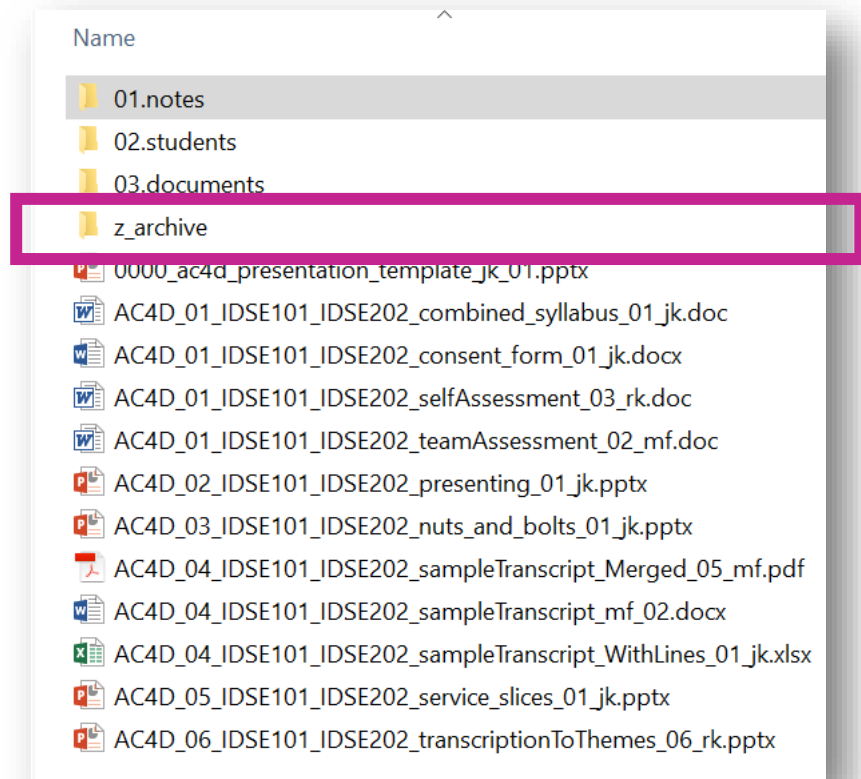
Folders and files: naming, versioning, archiving



Folders named to fall
in a sequence

WORKING EFFICIENTLY

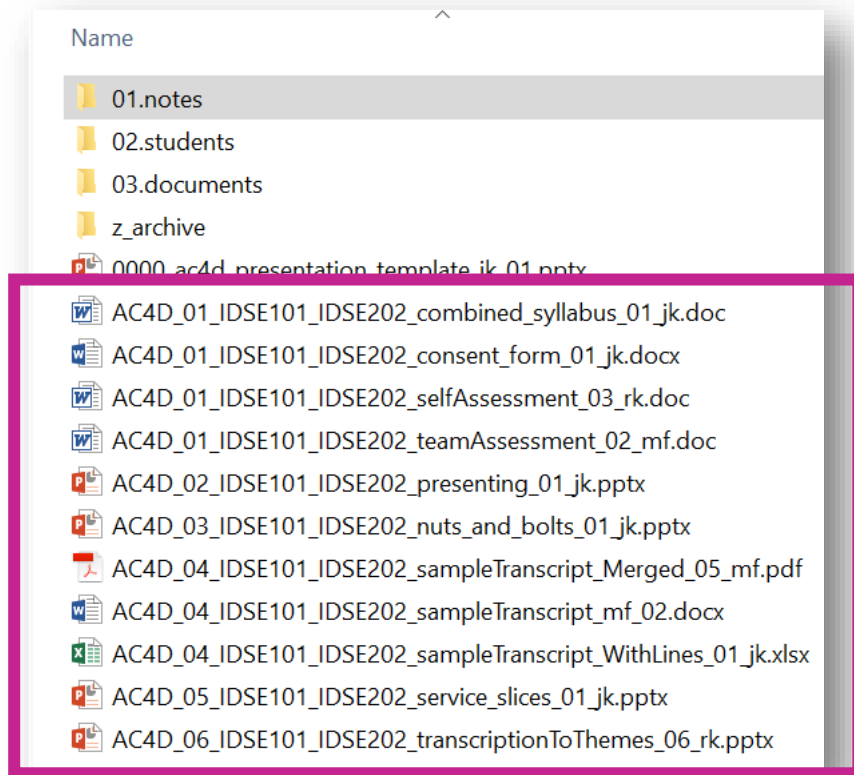
Folders and files: naming, versioning, archiving



Previous versions in
archive folder

WORKING EFFICIENTLY

Folders and files: naming, versioning, archiving

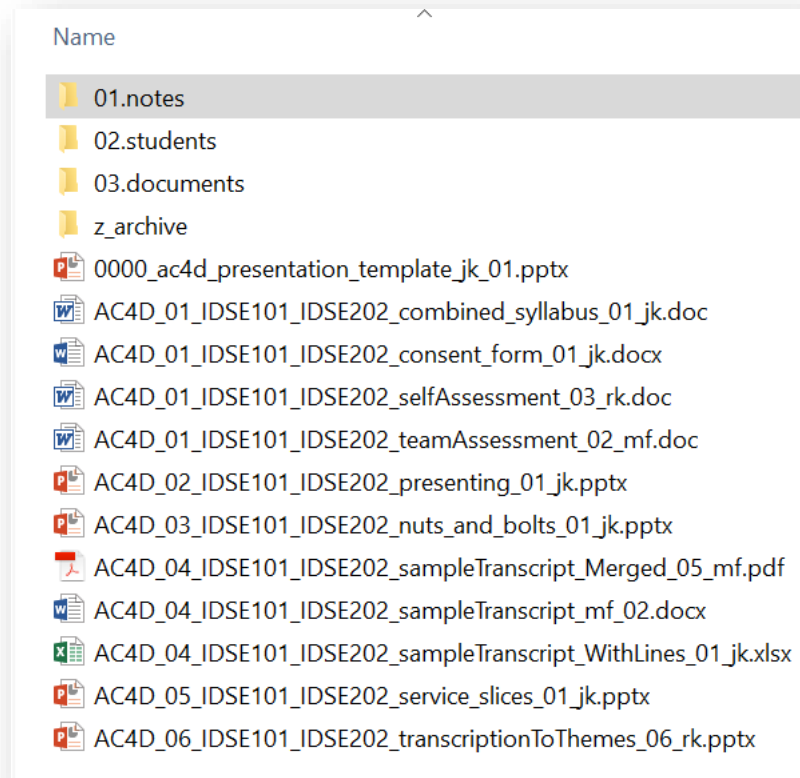


Carefully named files:

AC4D_03_designResearchPresentation_04_JK.docx

WORKING EFFICIENTLY

Folders and files: naming, versioning, archiving



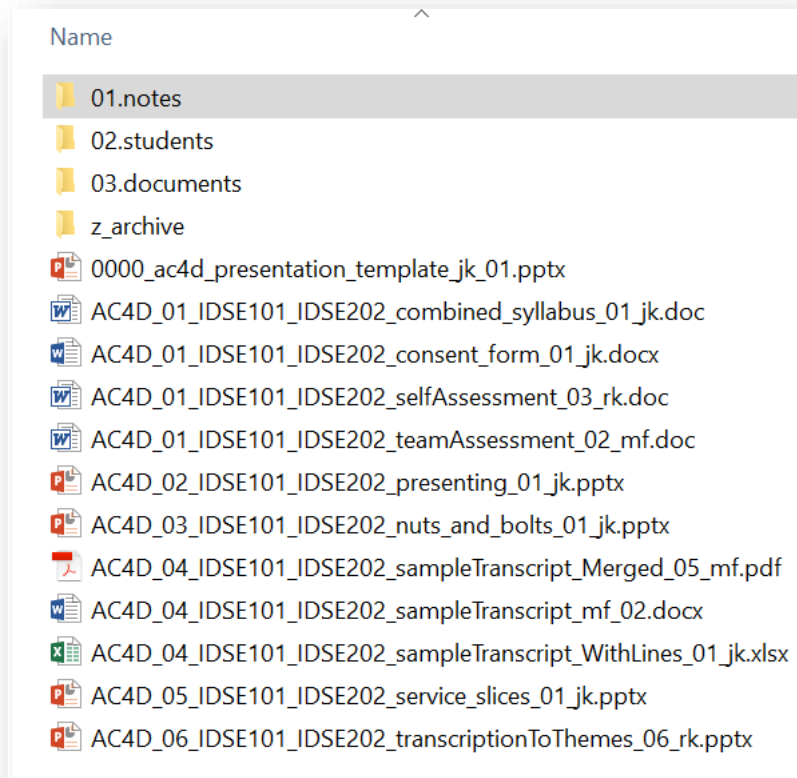
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The project or client name

WORKING EFFICIENTLY

Folders and files: naming, versioning, archiving



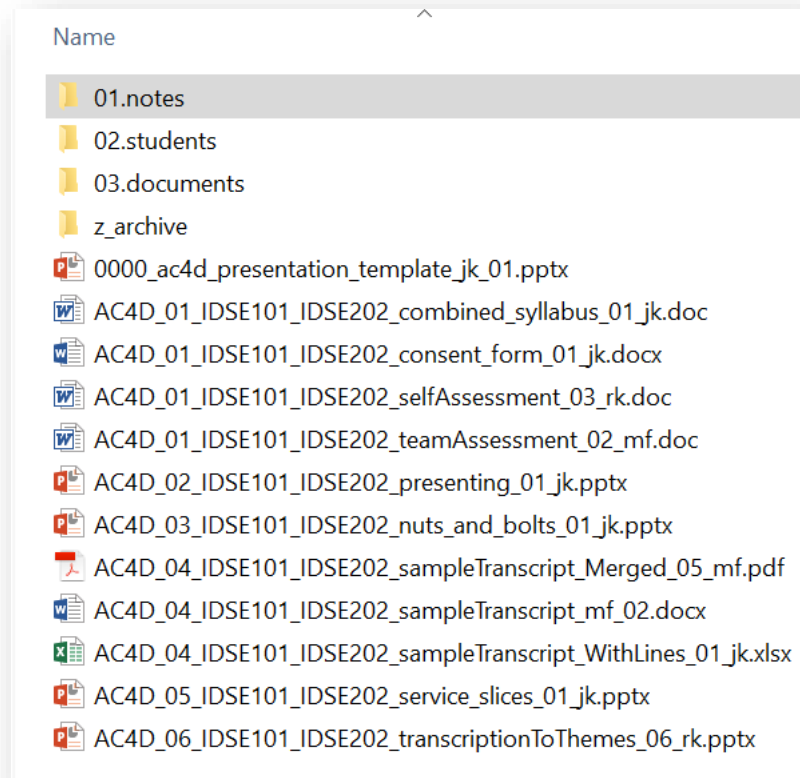
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Documents to be read or presented in a sequence

WORKING EFFICIENTLY

Folders and files: naming, versioning, archiving



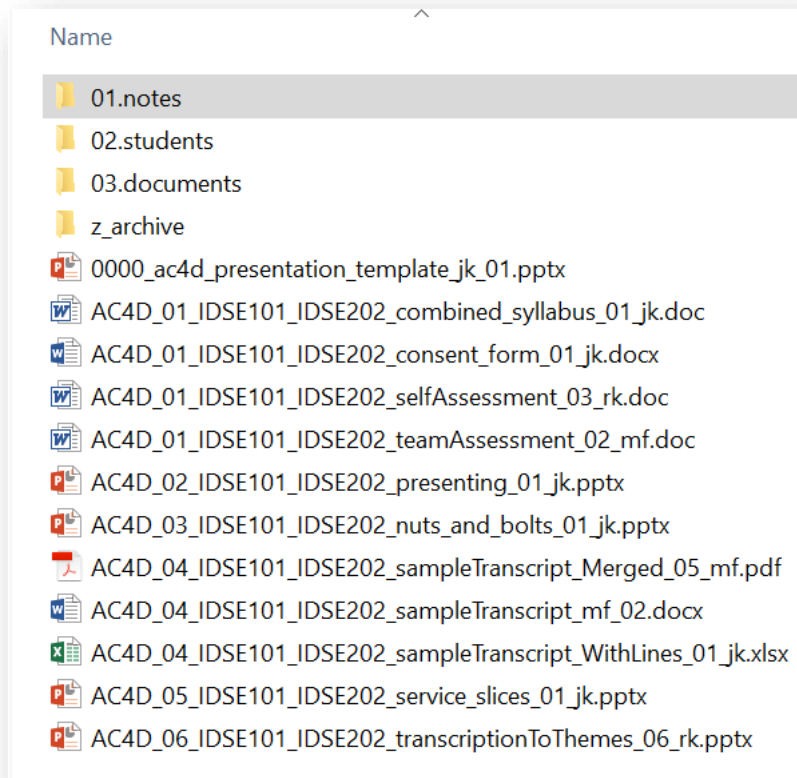
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A descriptive document name

WORKING EFFICIENTLY

Folders and files: naming, versioning, archiving



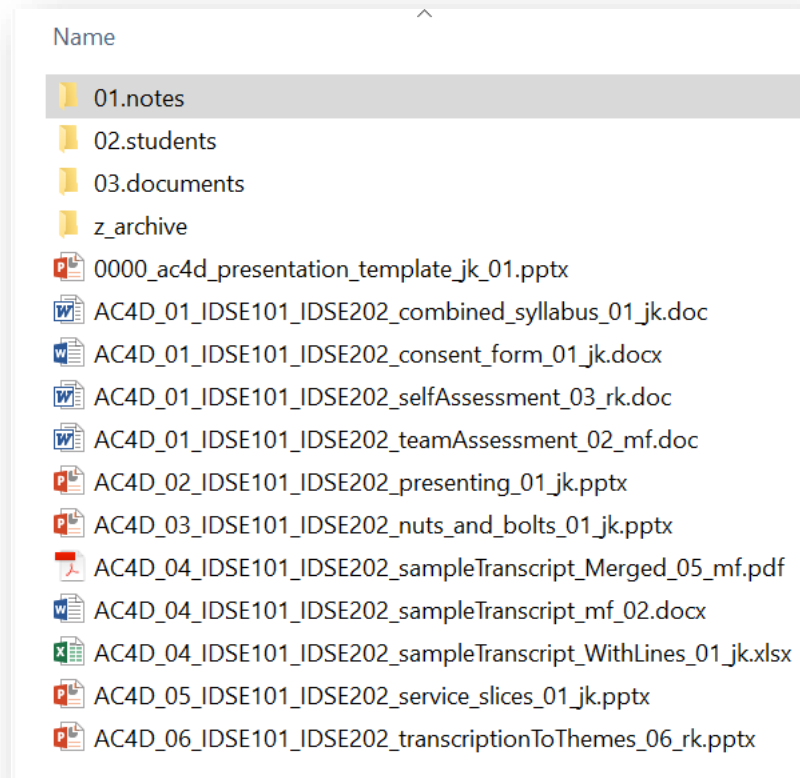
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The version number

WORKING EFFICIENTLY

Folders and files: naming, versioning, archiving



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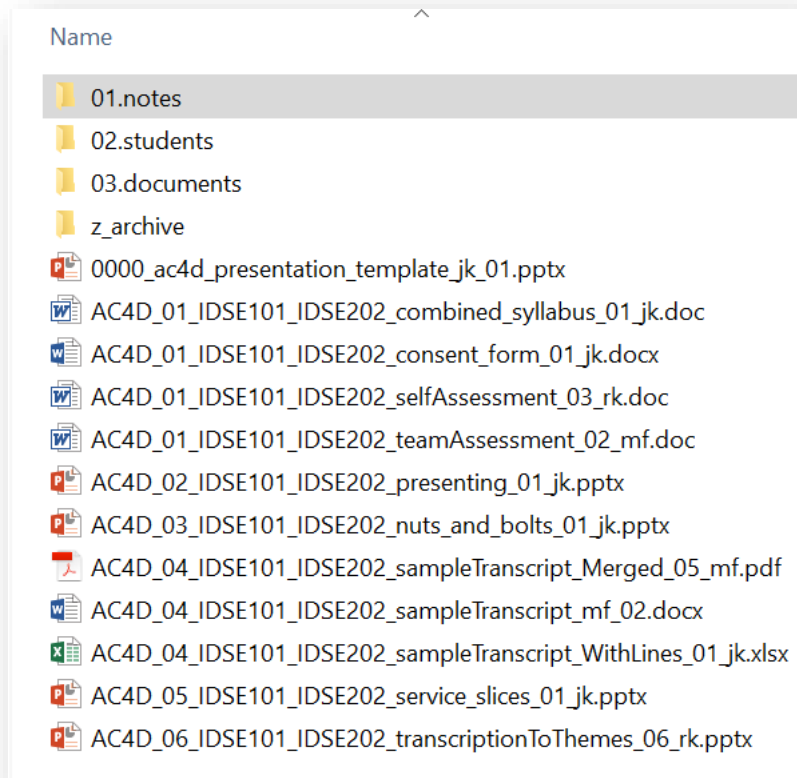
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Your initials

WORKING EFFICIENTLY

Folders and files: naming, versioning, archiving



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The file format

**The keys to a successful team:
supportive collaboration,
direct communication, and
efficient working processes.**

- thanks!

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