Team Workflow

The basic idea is to organize a project around a team habit:

- repeated question generating & answering
- accumulative record making
- covering the whole range of project life cycle issues

  Perhaps the simplest format would be to just reserve 15 minutes at the end of every project meeting and ask everyone to simply and directly answer the question "Did we ask the right questions?, What do you see?" to pull together their reflections, and have them submit a sentence by email for the minutes/__metadot__.

- The following is a first draft, for a project with multiple consultants -

Project Cycle Repeating SD Tasks

- Review task list
  - ask what tasks are missing
  - adjust complexity but include all
- Team Networks & Workflows
- Explore, Combine & Connect Environments & Stakeholders
  - new stakeholders
  - compensations
  - bright green spots
  - beginning to end narrative
- Progress with Defined Task
  - Model Review - Program, Design, Features
  - Performance models -
  - Estimates - quantity, quality & cost
  - SD Inventory - impacts & values
  - Goals and responsibilities
- Reframe the Project 'idea'
- Tracking progress with an accumulative record with links

Project Phases - SD tasks to be coordinated with others

- RFP
  - Basic SD services
  - Special SD services
  - Type of Team Networks
- Programming
  - SD scope & process
  - Plan of explorations & targets
- Concept Design
  - Teamwork charrette
  - Design charrettes for focal groups
  - Prelim environ & impact models
  - 3-4 cycles of team participation
  - thorough questioning
- Schematic Design
  - New player integration
  - Devl environ & impact models
  - 3-4 cycles of team participation
  - thorough questioning
- Design Development / VE
  - Option selection

- Materials selection
- Ratings target selection
- 3-4 cycles of team participation
- testing alternates

- Construction Documents / VE
  - Operations designs
  - 3-4 cycles of team participation
  - testing alternates

- Construction Admin.
  - Commissioning
  - Operations coord
  - 3-4 light cycles of team participation

- Project Handover
  - Operations startup
  - Exit workshops & assessment
  - Communities coord.

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