

UNIVERSITY OF ALABAMA
 Department of Physics and Astronomy
 PH 491/491 Fall 2022

Instructions:

1. Your plan of work should be turned in as a team - one submission with all names
2. The quiz and survey should both be completed and turned in *individually*
3. Nominal due date: 27 October 2022

Deliverable: Plan of work update

Based on your progress in the last (roughly) two weeks and instructor feedback, update your plan of work accordingly. The same basic scheme and grading rubric apply.

Table 1: *Plan of Work Grading Rubric*

Item (points)	Unacceptable (0-5)	Developing (6-7)	Proficient (8-9)	Exemplary (10)
Overall goal/hypothesis points x 1	Not identified or not appropriate	Appropriately identified but not realistic	Appropriately identified, specific, and realistic	Meet proficient criteria, clearly stated, meaningful
Goals and objectives points x 2	Not identified or not appropriate	Appropriately identified but not realistic	Appropriately identified, specific, and realistic	Meet proficient criteria, clearly stated, meaningful
Action steps defined points x 2	Not identified or missing key details	Too vague or lacking in but not realistic	Clear and further goals, all key steps present	Multiple strategies and outcomes planned for
Resources needed identified points x 2	Not identified or not appropriate	Resources listed, but key materials or info lacking	Listed with specifics, range of tools	Selected proficiently to meet diverse criteria
Timeline points x 1	Not present	Present but unrealistic	Realistic	Allows for multiple eventualities
Timeline as standalone points x 1	Not present	Present, but not as a standalone element	Present as standalone, reasonable format	Crisp and easily parsed, appropriate detail

Quiz to assess the conflict management style of your team (update)

Grading: full points for completion. Anonymized feedback will be given to the group.

Answer **yes** or **no** to each of the following questions. Focus on how things have gone since the last survey.

1. Do you or your team members accept solutions and ideas without thoroughly discussing the pros and cons? Y N
2. Do you leave team meetings without fully understanding what is to be done next or why? Y N
3. Does your team keep having to deal with the same problems? Y N
4. Do team meetings stay focused on the task at hand? Y N
5. Do you or your teammates present a position and then immediately back down? Y N
6. Do you sense that you or others feel uncomfortable saying what you really think or feel? Y N
7. Do you or a few others on the team tend to dominate discussions and planning? Y N
8. Do you or your team members believe that keeping everyone happy is more important than finding the best solution? Y N
9. Do you or your team members blame others when things do not go as planned? Y N
10. Are you a part of a clique or subgroup that sticks together, regardless of the issue? Y N
11. Do you or your team members show reluctance in considering alternatives that you did not contribute? Y N
12. Do you or your teammates interrupt, or talk over, others? Y N
13. Do you or your teammates lecture others in order to convince them that you are correct? Y N
14. Does your team decide major issues by voting? Y N
15. Does your team attempt to satisfy everyone by incorporating everyone's suggestions, even if they weaken the solution? Y N
16. Do you believe that most of the decisions your team makes are less than ideal Y N

If you think your team is having problems, look back to the suggestions in the "Design Tactics" slides we went over in the first week.

Behavioral checklist (update)

Grading: full points for completion. Anonymized feedback will be given to the group. Focus on how things have gone since the last survey and according to your original plan of work.

Rating scale: 1 = Never, 2 = Rarely, 3 = Sometimes, 4 = Frequently, 5 = Always, N = Does Not Apply

Category	You	Your Team
Decision Making		
1. Established clear criteria for evaluating performance		
2. Effectively used reviews to identify means of improvement		
3. Carefully interpreted results from experiments and tests		
4. Was willing to change results or make modifications based on results from analyses		
5. Planned and conducted design analyses in systematic manner		
Project Management		
6. Helped identify the right mix of skills and abilities needed to complete work		
7. Clearly defined priorities and work that needed to be completed		
8. Accurately determined what kinds of resources would be needed, including time and people		
9. Followed through on commitments to complete work on time		
10. Helped the team establish and use high-performance standards		
Communication		
11. Developed well-written progress reports		
12. Clearly documented performance results from tests and analyses performed		
13. Solicited feedback and input from others		
14. Provided feedback to others in a constructive and non-threatening way		
15. Took the time to self-assess performance and improvement opportunities		
Collaboration		
16. Helped to clarify confusion and conflict over roles and responsibilities		
17. Supported others when they needed help or were pressed for time		
18. Recognized and respected individual differences in interpersonal style		
19. Discussed with others how to capitalize on style differences/similarities within the team		
20. Encouraged accountability among team members and discouraged social loafing		