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ASSIGNMENT INFORMATION

Due Date Sunday, January 22, 2023 11:59 PM	Points Possible 100
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Case Study 1 Proposal

Introduction

For this assignment, write a 2–3 page proposal about a virtual team that you have been a part of or observed. Propose an example of virtual team collaboration, either from a prior work experience or from your current work environment that you will analyze and then provide a report for the manager in the next assignment of the course. Your choice of an example of virtual team collaboration should represent a situation where members were required to work interdependently—relying on all members of the team—using virtual communications technologies. Your instructor will review your proposal to approve your topic choice. If your choice of topic needs revision, your instructor will make suggestions and give guidance to select an appropriate topic.

Scenario

Think of this assignment as a proposal for an after action review. You have participated on a virtual team and now your manager wants to talk about the effectiveness of the team experience before they plan the work assignments for the department for the next year. You will do an analysis of the team process including the stages that the team went through and the leadership of the team. You will analyze the lessons learned from the outcome and apply your new knowledge from this course that could improve your performance when participating in virtual teams in the future.

The purpose of the assignment is to select an appropriate team experience to describe and analyze and draft a proposal. You can learn from your experiences, whether they were successful or not. The goal is to analyze and examine a virtual team experience to see what can be learned from it. You will want to choose an example that will allow you to fulfill these requirements.

Select an example in which you were a member of a team in your current job, or in a job in your recent past (but not an example of being a member of a sports team) that will allow you to meet the requirements of the After Action Report.

Here are some examples that are likely to produce an effective after action report:

- You were part of a group of at least three people that introduced a new process, system, product, or service to your organization.
- You developed a training program in cooperation and in concert with several other members of

your organization.

- You were part of a task force that reorganized a process or a system.
- You were a member of a cross-functional group that conducted a study commissioned by your management and reported on your findings.

Characteristics of your teamwork example will be:

- Your team met several times over the course of between a few weeks and a few months.
- You accomplished a specific goal—a defined output—and that goal or output was substantive and significant to the team.
- You could not meet with each other except virtually because you were in different states or countries.
- Your team worked through the stages of team development that include: forming, storming, norming, and performing.

Here are some ideas that will not work:

- A weekly, monthly, or quarterly conference call that you attend.
- A webinar or remote training class that you attended or conducted.
- E-mails or IMs that you wrote or received.
- Video conference calls that you were part of.
- Your use of social networking sites.
- Collaborations that included only one other person.
- You may want to avoid collaborations that are in progress since it may be more difficult to analyze current projects.

Your Role

You have been a member of a virtual team. In this first step of the assignment, you will prepare an overview proposal of the team that you are going to analyze and some basic information about the virtual collaboration you participated in. Your manager (instructor) will give feedback about your topic choice so that you can do the rest of your analysis in the next assignment.

Requirements

Describe the experience that will be the focus of your after action report. Include the following questions:

- When did this team collaboration happen?
- Who were the members of the team?
- What was the purpose of the collaboration?

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- Over what period did you meet? About how many meetings were involved in your collaboration?
- What technologies were employed by the team in this collaboration?
- Why did you choose this collaboration to make the focus of your study?
- What were some of the challenges that the team experienced? Just name them here, you will do the analysis in the larger report assignment.

Your instructor will review your proposal to approve your topic choice. If your choice of topic needs revision, your instructor will make suggestions and give guidance to select an appropriate topic.

Deliverable Format

- Ensure written communication is free of errors that detract from the overall message and quality.
- Follow APA rules for attributing sources that support your analysis and conclusions. As a reminder related to using APA rules to ensure academic honesty:
 - When using a direct quote (using exact or nearly exact wording), you must enclose the quoted wording in quotation marks, immediately followed by an in-text citation. The source must then be listed in your references page.
 - When paraphrasing (using your own words to describe a nonoriginal idea), the paraphrased idea must be immediately followed by an in-text citation and the source must be listed in your references page.
- Your proposal should be 2–3 content pages, in addition to a title page and references page.
- Use 12-point, Times New Roman.

Evaluation

By successfully completing this assessment, you will demonstrate your proficiency in the following course competencies through corresponding scoring guide criteria:

- Competency 2: Apply the principles and practices of effective virtual team collaboration.
 - Identify a virtual team or other team experience that provides fertile opportunities to analyze the team processes and effectiveness and warrant approval as the subject of further study.
 - Identify ineffective practices from a virtual team experience that could be improved with the application of new knowledge about team principles and standards.

Faculty will use the scoring guide to review your deliverable from the perspective of a manager. Review the scoring guide prior to developing and submitting your assessment.

Resources

Case Study 1 Proposal Scoring Guide.



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