

Asynchronous Exploration

Stream Action Plans
TTN VIRTUAL TEAM
2010



TABLE OF CONTENTS

MISSION	2
1-YEAR ACCOMPLISHMENTS	3
ACTION PLANS	4

OUR MISSION

To provide the TTN with a variety of asynchronous tools to enhance virtual and face-to-face facilitation. Provide information on when to use and how best to use them, including design patterns.

NOTE: a dimension of the whole team's mission is integrating virtual tools into our facilitation practices.

1-YEAR ACCOMPLISHMENTS

- Understanding and prowess with Asynchronous tools
- Produce a matrix that people can use to select AS tools
- Quarterly attractive document to share with the TTN to generate buzz (Note: Jo will recommend whole Virtual Team participate in this document)
- Entire TTN facilitators have opportunity to use asynchronous tools at least quarterly
- TTN Task Teams have learned to use supportive asynchronous tools
- Each Stream member a master of at least 10 AS tools/methods in relation to virtual facilitation

2010 TTN Virtual Team Action Plan Worksheet

Work Stream Group <p style="text-align: center;">ASYNCHRONOUS EXPLORATION</p>	Accomplishment/Goal Understanding and prowess with Asynchronous tools
--	---

Intent (What and Why) Gain clarity & capability for our team and our Virtual Team colleagues to support all forms of virtual facilitation	Start Date: 3/9/10 End Date: 4/30/10 To be reworked with new detail for next quarter, July-Sept.
---	---

FIRST QUARTER Action/Implementation Steps (How)	Who	When
1. Initiate our attractive document with the definition of “asynchronous” in relation to ToP, why use AS, when you might use AS - developed asynchronously with Stream	Catherine/Sunny with Stream	March
2. Schedule our work primarily as asynchronous as needed throughout the year – evaluate quarterly	Team	March synchronous meeting & thereafter
3. Continually add to the matrix of tools, reflect & share at our synchronous meetings	Need name/s	TBD
4. As a start and a test, asynchronously describe (using document editing capability at Huddle) how email can be used to support virtual facilitation – use this to develop a format for other AS tools	Need name/s	TBD
5. Survey what tools people are using -- use Top Online for a conversation	Wayne, Jean, Sunny create questions	March - initiate in April
5. Train our Stream in ToP Online	Wayne one on one with rest of Stream	April

Coordinator: Sunny & Wayne Team Members: Alisa, Jean, Catherine, Jo, Penny, John	Collaborators/ Partners: Rest of Virtual Team, perhaps TTN for feedback	Evaluation Measures Number of tools in matrix we have used as a team at least XX times (TBD)	Budget/Resources:	Next Meeting Date:
---	---	---	--------------------------	---------------------------

2010 TTN Virtual Team Action Plan Worksheet

<p>Work Stream Group</p> <p style="text-align: center;">ASYNCHRONOUS EXPLORATION</p>		<p>Accomplishment/Goal</p> <p>Entire TTN facilitators have opportunity to use asynchronous tools (at least quarterly)</p>		
<p>Intent (What and Why)</p> <p>To allow TTN members to become familiar with a variety of tools for asynchronous work & gather key data for ourselves at same time re their experience</p>		<p>Start Date: 3/9/10 End Date: 4/30/10 To be reworked with new detail for next quarter, July-Sept.</p>		
<p>FIRST QUARTER Action/Implementation Steps (How)</p>		<p>Who</p>	<p>When</p>	
<ol style="list-style-type: none"> 1. Decide what we first want to learn using ToPonline and provide content for initial use 2. Set up first encounter with ToPonline 3. Collect info and share back, catalogue learnings & post 4. Refine Action Plan details based on initial date/continue to refine throughout year 5. Start tools list (see Penny's list & Danny's list on Huddle & Catherine's link in discussion tab) 6. Create a matrix of tools (Penny to submit first draft) - also feeds into the "Master 10 AS Tools" accomplishment 		<p>Team</p> <p>Wayne</p> <p>Team/Sunny</p> <p>Team in virtual meeting</p> <p>Team AS brainstorm, Sunny pull together & share back</p> <p>Team respond asynchronously</p>	<p>After 3/9</p> <p>3/21</p> <p>April</p> <p>Soon</p> <p>Ongoing Qtr 1</p>	
<p>Coordinator: Sunny & Wayne</p> <p>Team Members: Alisa, Jean, Catherine, Jo, Penny, John</p>	<p>Collaborators/ Partners:</p>	<p>Evaluation Measures</p>	<p>Budget/Resources:</p>	<p>Next Meeting Date:</p>

2010 TTN Virtual Team Action Plan Worksheet

Work Stream Group <p style="text-align: center;">ASYNCHRONOUS EXPLORATION</p>		Accomplishment/Goal TTN Task Teams have learned to use supportive asynchronous tools		
Intent (What and Why) Support other Streams' work & inform our own		Start Date: 3/9/10 End Date: 4/30/10 To be reworked with new detail for next quarter, July-Sept.		
FIRST QUARTER Action/Implementation Steps (How)		Who	When	
1. Assign ourselves to TTN task teams (those on Partnership & Opportunities Stream will also be a stream liaison, so let's try to "sync" up on the assignments)		Jean	April	
2. Share our matrix with all TTN task teams, invite feedback		Penny	When ready Soon	
3. Open ToP Online to the whole TTN Leadership		Wayne		
4. Share our learnings with other Virtual streams to integrate into their work		Document team (Catherine/Sunny)	When document is ready to share	
Coordinator: Sunny & Wayne Team Members: Alisa, Jean, Catherine, Jo, Penny, John	Collaborators/ Partners: Other Streams	Evaluation Measures Team assignments, check-ins (quarterly?) Huddle postings	Budget/Resources: Time only	Next Meeting Date: Whole V-Team 3/9 ASE Stream ____

QUARTER CALENDAR

Goal area	Mar/April	May	June
Understanding and prowess with Asynchronous tools	<ul style="list-style-type: none"> • Initiate our attractive document with the definition of “asynchronous” in relation to ToP, why use AS, when you might use AS - developed asynchronously with Stream • Schedule our work primarily as asynchronous as needed throughout the year – evaluate quarterly • Survey what tools people are using -- use Top Online for a conversation • Train our Stream in ToP Online 	<ul style="list-style-type: none"> • Asynchronously describe how email can be used to support virtual facilitation – use this to develop a format for other AS tools 	<ul style="list-style-type: none"> • Continually add to the matrix of tools, reflect & share at our synchronous meetings
Entire TTN facilitators have opportunity to use asynchronous tools (at least quarterly)	<ul style="list-style-type: none"> • Decide what we first want to learn using ToPonline and provide content for initial use • Set up first encounter with ToPonline • Collect info and share back, catalogue learnings & post • Start tools list (see Penny’s list & Danny's list on Huddle & Catherine's link in discussion tab) • Create a matrix of tools (Penny to submit first draft) - also feeds into the “Master 10 AS Tools” accomplishment 	<ul style="list-style-type: none"> • Refine Action Plan details based on initial date/continue to refine throughout year 	
TTN Task Teams have learned to use supportive asynchronous tools	<ul style="list-style-type: none"> • Assign ourselves to TTN task teams (those on Partnership & Opportunities Stream will also be a stream liaison, so let’s try to “sync” up on the assignments) • Open ToP Online to the whole TTN Leadership 	<ul style="list-style-type: none"> • Share our matrix with all TTN task teams, invite feedback 	<ul style="list-style-type: none"> • Share our learnings with other Virtual streams to integrate into their work