

Evaluation of CCeD Session 2 – March 15 2011

Introduction

There were 13 responses to this survey which does not include all those who participated in the meeting.

About the project

Communication between meetings: The survey started with some questions about the project in general. There is a fair level of satisfaction regarding communication between meetings (both online and face to face). This suggests that we may lack a layer of discussion apart from the UnderstandIT mailing list and one person commented that there should be more communication between the meetings specifically about the upcoming CCeD sessions.

Project administration: A similar fair level of satisfaction with the administration of the project was registered. There were no specific comments about this.

Webpage: There were some specific suggestions that the website should soon contain some news and some interactive elements. Could it host any of the VITAE courses for example or the CoP?

Results so far

Generally most were neutral or agreed that both situation analyses documents were of good quality. It would be interesting to find out what would make more people *strongly agree* to this opinion. From the additional comments it appears that there is a danger of being too focused on the outputs of one's own group at the expense of the other.

Preparation

Most felt well prepared for the meetings. The comments included a suggestion that documents should be ready at least a week before the session. There is also a little uncertainty about the 'rules of the game' and whether suggestion should be made only during the sessions or whether they could be made before the session so that people have time to consider them. It was also suggested that already at this stage documents should include local adaptations.

The session

The sample size is small but it seems there was more satisfaction with the VITAE session than with the business plan session though the satisfaction level was mostly positive for both. Overall there are comments that the process is too slow while others feel that there is not enough time to discuss and reflect everything thoroughly. The significant contribution of the facilitators was recognised.

Generally about CCeD

The tools: It is difficult to balance writing in documents with listening actively to what is being said. Generally most of the comments are positive about the tools while still recognising that there has to be someone in charge of keeping them running smoothly eg folder structure in Google Docs and facilitation in the Adobe meetings.

Suggestions for improvements: Could we write more before the meeting?

Generally about the research: The online meetings seem slow. There might be some benefit to discussing the differences between face to face CCeD and distributed CCeD. We are making progress.

Conclusion

There is definitely a sense that we are making progress. There seem to be issues about the pace of the online meetings and the protocols. Overall there is overlap between assessing CCeD and thinking about the project in general.

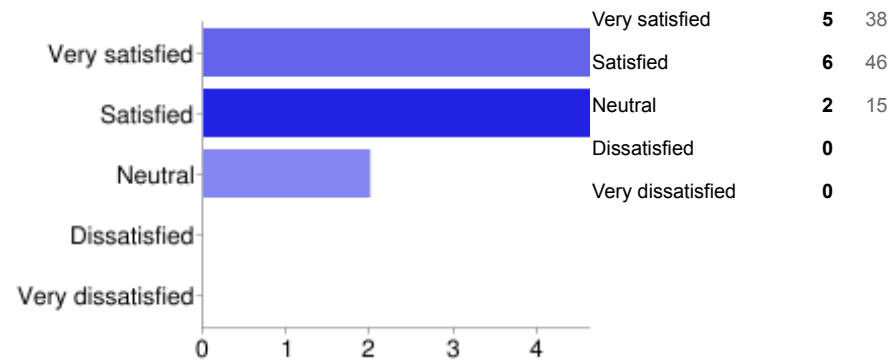
Survey Results

About the UnderstandIT project in general

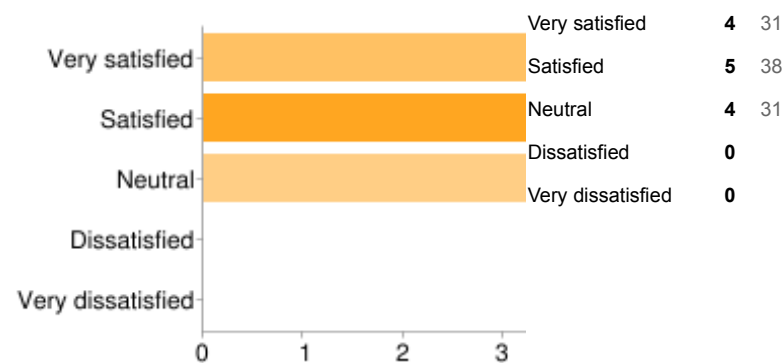
This first question is not about the CCeD sessions specifically but concerns the UnderstandIT project in general.

Your views about the Understand IT project in general to date -

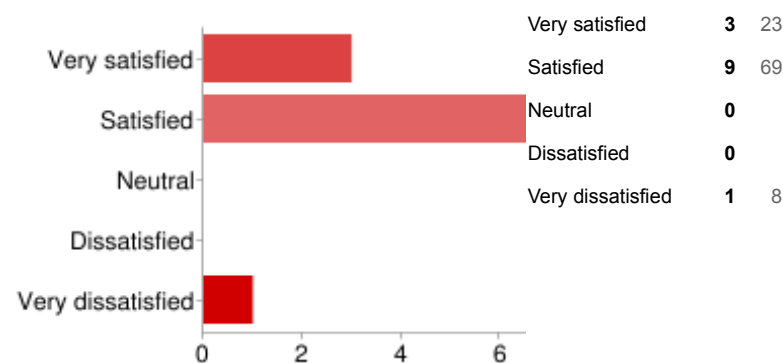
Communication between online and face to face meetings



Your views about the Understand IT project in general to date - Administration (finance, timesheets and so on)



Your views about the Understand IT project in general to date - Website



Expand your answers

It was already addressed at the meeting that more exchange before a session can make the session itself more productive.

neutral on second question, because I do not participate on this tasks.

The project is still in it's early stages. Focus so far has been mostly on solving professional issues. More focus need to be put on the Web site when there are more results to report.

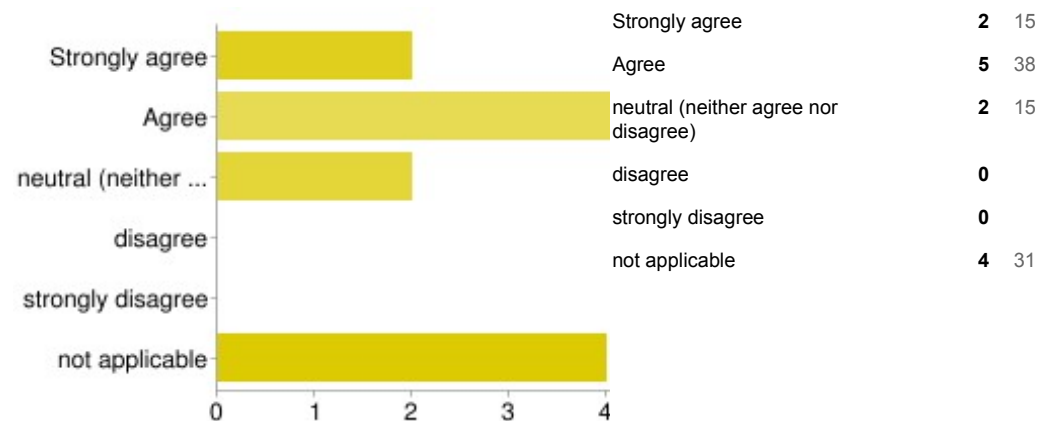
"I feel the need for a discussion area apart from email. I would like to start one or two discussions but see the generic mailing list as more for the pushing out of information rather than a discussion medium.

I hope that the website will soon contain some news and some interactive elements. Could it host any of the VITAE courses for example or the CoP?"

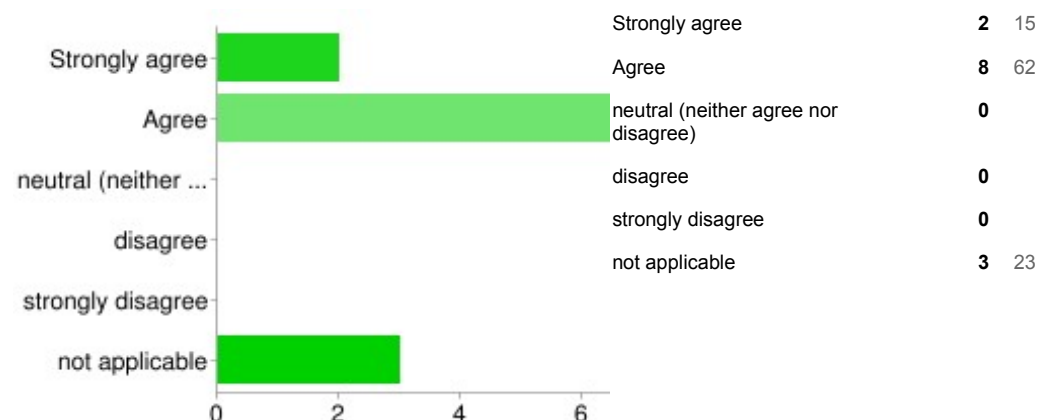
As far as I know the official website is not yet online

Concerning results achieved so far

The current BusinessPlanSituationAnalysis document is of good quality



The current VitaeCourseSituationAnalysis document is of good quality



Write down your views and your suggestions for improvements in relation to the results produced so far.
a bit early to say, much work left ...

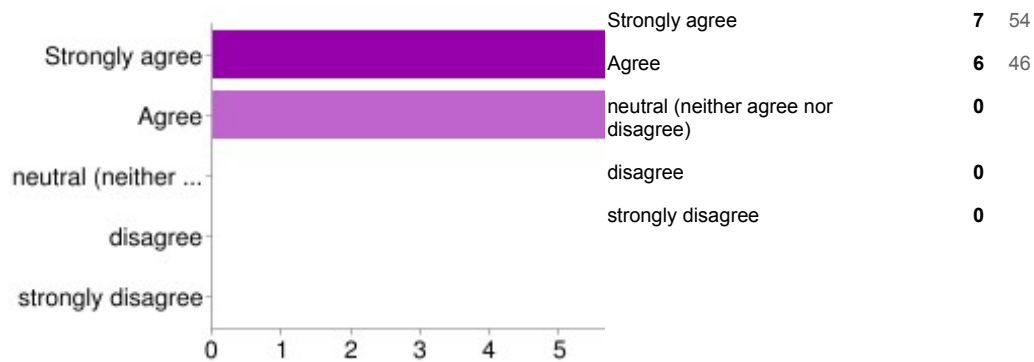
I must admit I was very much focused on the document of my own group and should have had a look to the document of the other group - to be able to ask more substantial questions to the other group during the meeting - which would make the joint session more productive if all of us would do that.

"The Business Plan analysis could be more developed after the first session. However both the methodology of CCeD in general and the use of Osterwalder's Canvas for generating Business Models are new to most of us."

Very nice job of summarizing the ideas of both teams, and as it was said during the session it is very nice to have summaries at the end of every chapter

Concerning session preparation for the second session

I felt well prepared for the second session.



Write down your views and your suggestions for improvements in relation to the session preparation phase.

Thinking about "key issues" for a next session helped me to keep the focus and to make sure that findings and results of past sessions do not get lost.

"My view here is that we are still in the learning phase regarding Osterwalder. However the preparation for the second session could be better if the structured document for the session had been available one week before.

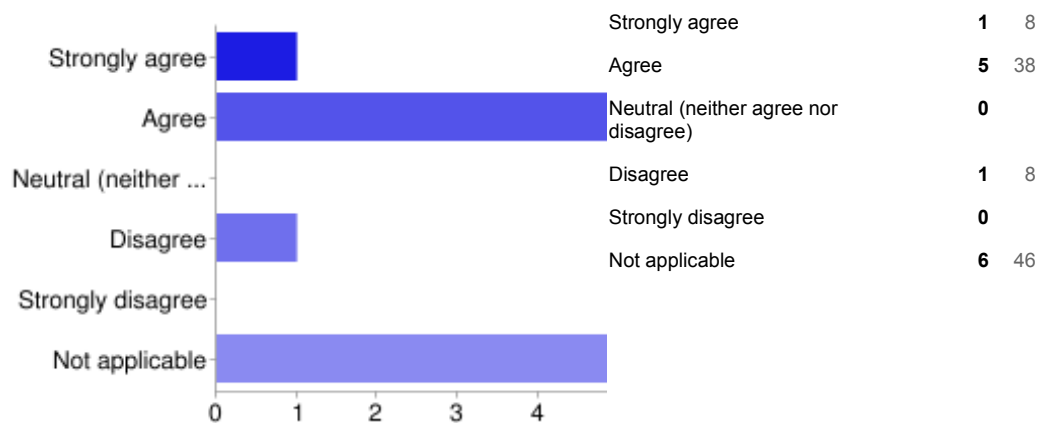
Moreover I think that to have a good document the representatives for each of the Countries that will run the Vitae Course, must develop their part of the business plan in a way that is realistic and relevant to their local situation."

I felt unsure whether to voice suggestions before the CCeD session so that people could be prepared or whether the rules of the game demanded that I should restrict my suggestions to the CCeD meeting time.

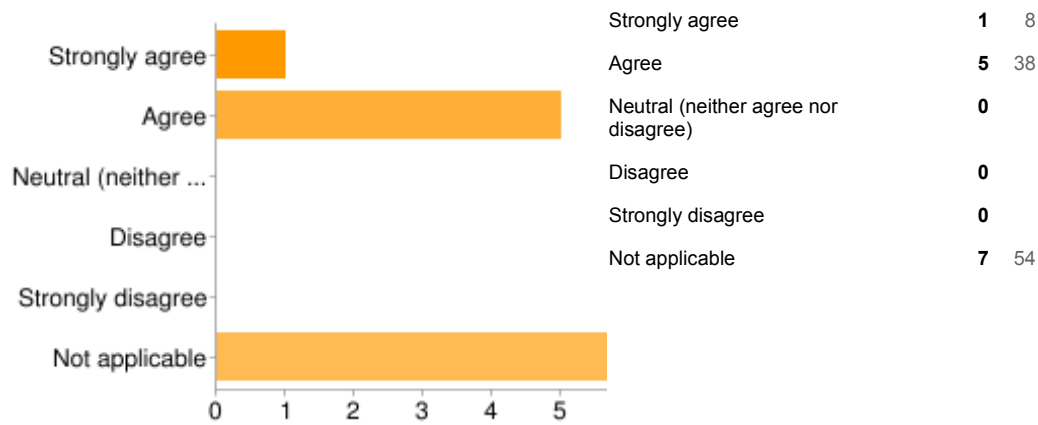
I mean the documents we should work with in the session should be ready at least one week before the session so that everyone can spend even more time to preparation. The sessions should increasingly be used to discuss the uncertainties / differences between each country.

Session execution

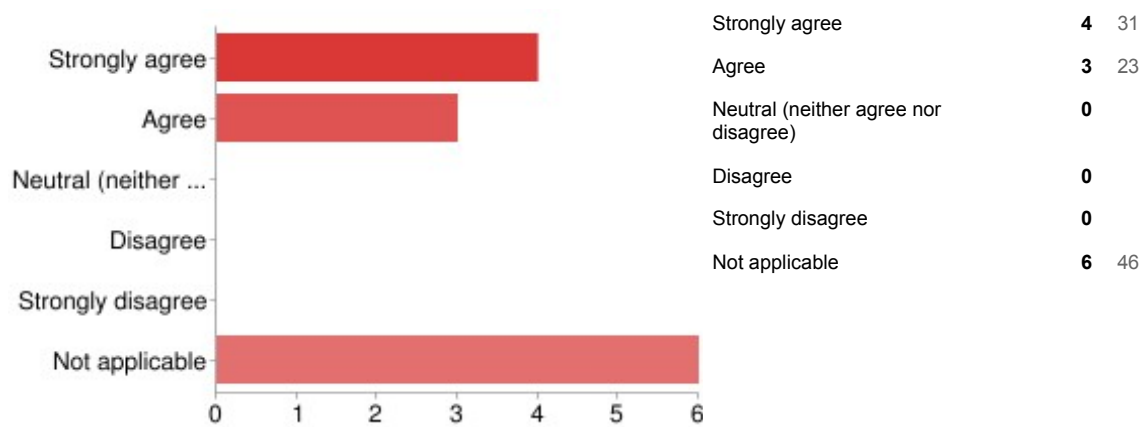
I think it was relevant to work with the Business Plan Possibilities as we did.



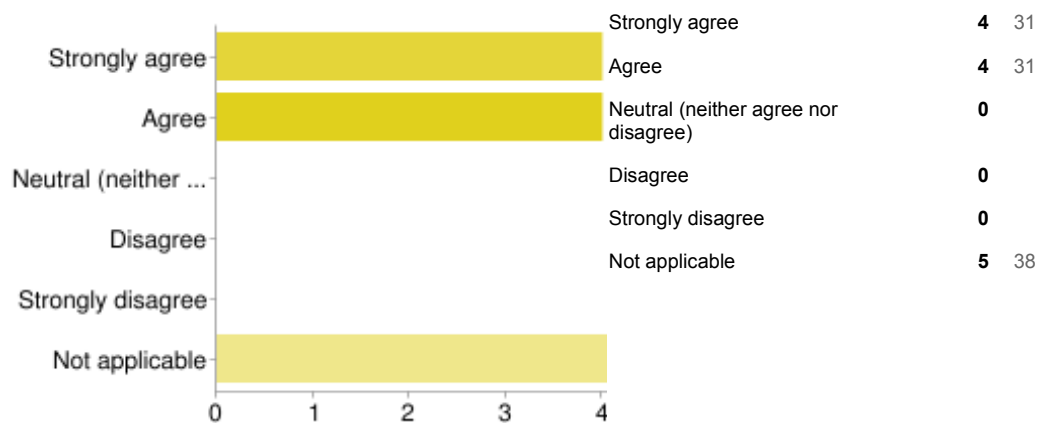
The discussions we had in the Business Plan Team breakout sessions were useful and worked well.



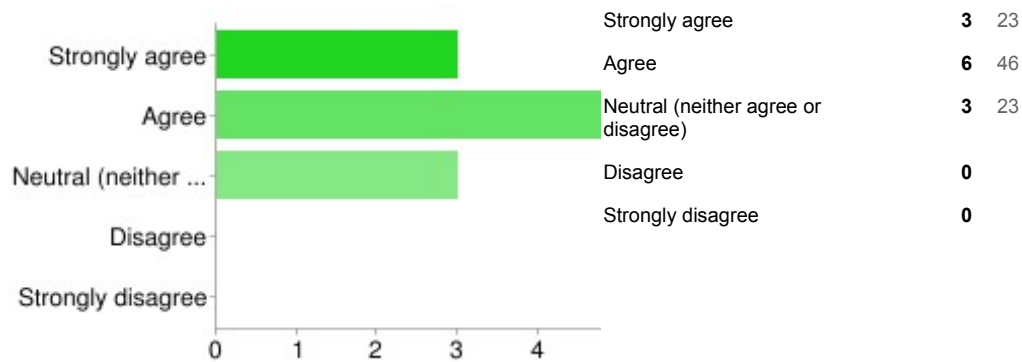
I think it was relevant to work with the Vitae Course Possibilities as we did.



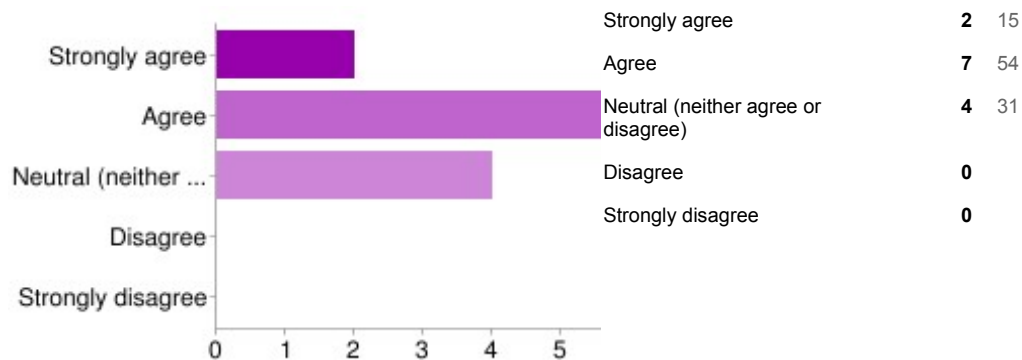
The discussions we had in the Vitae Course Team breakout sessions were useful and worked well.



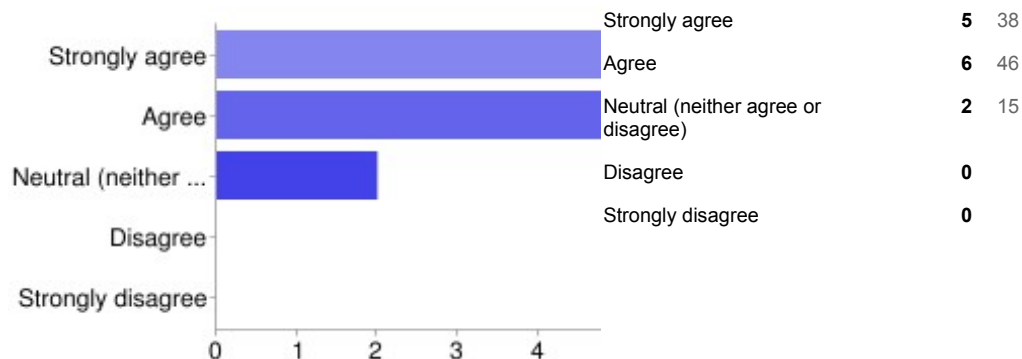
The discussion we had in the “common conference room” (where all participated) was useful and worked well.



I feel I made a useful contribution in this session.



I feel that the contribution from the facilitators was good in this session.



Write down your views and your suggestions for improvements in relation to the session execution phase. Consider both technical implementation, practical implementation, etc

The process is too slow. May be the facilitators/chairs should move faster. Be more clear about what do we discuss, and also quicker to close the discussion on each topic.

"Concerning preparation of session -see above.

I appreciate the preparation of the session documents by the facilitators - and their plan to make them earlier available next time -to initiate prior thinking and maybe even discussions.

I always have the feeling that we are not productive enough - at the same time I wonder if I should be more patient (giving more room for other participants to contribute)?

Somehow we might have not found the ideal way to follow-up with the different concerns by different project partners - when we have to hurry to the next point of discussion - maybe we could have a little reflection on that before we enter into discussion in our breakout-rooms. "

"It is easy to focus on troubles that we had, but compared to other similar projects I think they were small. "

The facilitators work extremely well. Without their constant attention, the process would be more chaotic and lack direction. After my second session I have the feeling that we never have enough time to do the job properly but on the other hand it is a very intensive experience to be fully focused on two computer screens for 3 hours in a row. (Thank goodness for the breaks!)

Generally about Distributed Concurrent Design

Write down your views and your suggestions for improvements in relation to tools (Adobe Connect Pro, Google Docs, etc.) used in this project.

Take strict turns when speaking?

"Google Docs is OK, if the structure is logical.

Adobe Connect is fine.

Doodle is excellent."

I noticed this time (as I had only one computer available) I had a feeling of unease, when somebody is speaking in a video-conference and I start writing in Google-Docs -at the same time there is not enough time to write, when you speak yourself and somehow you want to avoid writing when somebody else is "speaking to you". This comes only now to my mind -so I might ask next time how the others are feeling (a reflection session might help for that - we could use e.g. the time before the meeting,when everybody is waiting ...)

"about adobe connect, I would like to relocate and magnify the single windows, without bothering the others; at present it seems that actions performed by individual will reflect on the common screen (I might be wrong though)

moreover I would very much have the chance to increase font for characters in the chat panel"

"I think that the tools works quite well.

However I think that it should be easier for the leaders of the Breakout room to switch between files etc themselves. (This is probably fingertrouble by myself?)"

"I'm not sure that we aren't beginning to get a little lost in the Google Docs as the number of documents increases. I guess that what is needed is a curator of the docs to make sure that the structure of folders remains intuitive and that documents accidentally stored in an inappropriate place are moved.

Many commentators say that video is superfluous in online meetings but I do think that it serves the purpose of binding the group together more closely than if we just had audio."

I mean that the tools we use work well.

the tools is really great. Looking forward to see the upgraded version of AdobeConnect.

The tools are working quite well. Some minor disturbance in Adobe, but otherwise it is OK

Write down your views and your suggestions for improvements in relation to Distributed Concurrent Design in general.

The preparations are good, documents are fine, but still we do not have the experience enough to work together. The process is so slow, that it is difficult to keep the concentration on the same discussion points. This slow process makes frustration, and one starts to think about some other urgent matters May be there is need of some tougher, faster chairing??

I assume that we will have more interactions between the next sessions - Annes proposal of having a pilot course among ourselves is of great help her -I expect that lots of ideas and points of dicussion will come up then - which could be collected and the "key issues" could be brought to the joint session.

"I have just a faint impression that each session should be duplicated after 15 days: with the experience done in the previous release we could finalize better the sessions;

this is not completely definite as a conviction; just a notion."

"Running through the sessions in a structured and timely way is very helpful for moving the project forward as planned. The workload in the project is then more evenly distributed than

if the project is run by make an all-out effort just before partnermeetings etc. which is often the case.

I can see at a couple of possible improvements:

- a) We could run meetings on special issues for instance, project administration, the CoP, etc
- b) We could use more time for the different groups to show and discuss the results of their work with each other. Now we depend on that each group read about the results from the other group after the session.
- c) Instead of using the sessions so much for paralell writing, we could write most of the stuff before the sessions and use more the time in the session for discussions, learning and improvements."

As we move closer to implementation I fear a little that we do not have all the necessary information in place to move forward confidently. eg a decision about hosting of courses and placement of CoP will be needed fairly soon now that a pilot course before July has been planned. Of course, the pilot course CoP and course page can be different to the final CoP and course locations but then synergies may be lost if a CoP can't be kick-started before we offer courses to real learners.

Generally about the research

Write down your comments on this survey, suggestions for questions that should be asked, ideas about how research can be performed, etc

It is very satisfying!

I think the number and formulation of questions is well chosen. I do not have much to comment at the moment - beside what I mentioned before that we could use the time before the meeting to exchange about some of the points raised in the survey.

"May be there could be som questions where the participants compare their experience in taking part in D-CCeD sessions compared with taking part in a traditional F-2-F meeting. How wil the use of technology influence their activity level?

- a) Preparations
- b) Initiativ to talk
- c) Buliding ""relationships"" between members in the team etc
- d) and at last, the quality of their work."

I begin to wonder about 'between meeting' communication once the CCeD process is concluded. It is important to keep in touch between the face to face meetings and I think the discipline of synchronous online meetings should be maintained even when the CCeD process is ended.

Open Question

Do you have something which is not written yet but that you would like to convey? Then write it down here.

Actually I am impressed how well everything works!