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End of Project Collaboration Survey

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How to Use the Collaboration Survey

- Use either a paper-based or an online version- the online version is easier to collect data from.
- Circulate the survey as part of end-of project activities. Circulating before project-end might mean you are collecting interim, incomplete project information- you don't want that.
- Request all key project stakeholders to complete the survey.
- There are 10 evaluation criteria/ parameter/ metric to the survey, with one or more statement under each. Respondents are requested to grade each such statement on a scale of 1 to 5 (1= completely disagree, 3= no opinion, and 5= completely agree).
- The more diverse the roles and locations of the survey respondents, the richer your data set will be.
- Allocate 1-2 weeks for survey completion, with a mid-way reminder, if needed.
- At the end of the survey, collect and analyze the data into handy charts, using analytics to draw conclusions, if needed, and share with the entire project team.

Your Name:					
Your Project Role(s):					
Your Organization:					
Country:					
Collaboration Evaluation Metric	1	2	3	4	5
1. Presence of Shared Goals/ Mutual Interests					
a. The project was based on common interests and needs, addressing which would benefit all member companies and their partner companies					
2. Presence of a Customer/ Patient centered Approach					
a. The training topics were selected on the basis of a needs analysis/ end-user survey					
b. Team members contributed subject matter for training topics keeping in mind the benefit to the end-user					
c. Cultural and regional differences were considered when designing the training topics					
3. Respect for Mutual Knowledge					
a. Member companies contributed with expert knowledge and long-standing industry experience					
b. There was high level of admiration for each member company's contribution to the industry and for each team member's unique contributions					
4. Trust in each other in the face of unknown/ new challenges					
a. When faced with new challenges, team members believed they could resolve the challenge collaboratively					
b. Team members believed in each other's good intentions					
5. Presence of Strategic Guidelines					
a. Project Leadership provided guidance on work processes					
b. Processes did not vary too much during the project's lifetime					
6. Presence of Shared Leadership, Responsibilities, Decision making, & Accountability					
a. Team members had a good idea of what their project role was					
b. Team members knew who to approach for help					
7. Presence of Team support for Innovation					
a. Team members felt encouraged to suggest new ideas					
b. Team members supported each other in their project tasks					
8. Good Internal Communication Sufficient Forums/ Channels for Meetings & Communication					
a. Meetings and communication channels were planned at regular frequency					
b. Project timelines and plans were regularly updated and kept current					
c. Delays, challenges, etc were forecast as early as possible					

Continued/

Collaboration Evaluation Metric	1	2	3	4	5
9. Presence of infrastructure (templates, shared folders, webex & video chat, IT support, etc)					
a. Webex, SharePoint, etc were well planned and supported					
10. Happiness to celebrate each other's Success					
a. Team members were eager to share their expertise					
b. Team members celebrated their joint and individual successes					
11. Answer the following question in your own words:					
What I liked best about collaborating on the initiative is:					