|  |  |
| --- | --- |
| **CF-1**  (DOI 10.17605/OSF.IO/N5GFP) | Transdisciplinary Research Communications Set-up   * Go to <https://osf.io/n5gfp/> for Instructions and most current information |

|  |  |
| --- | --- |
| **Team Name :** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Prepared by:** |  | **Date:** |  |

* Read the accompanying instructions before you complete the CF-1.

|  |  |  |
| --- | --- | --- |
| Part 1 | | **Overview** |
| **Audience:** This protocol assists team members and funders in establishing effective communication structures for a transdisciplinary scientific team. | | |
| **Purpose:** This protocol outlines steps for setting up a centralized communication platform and supporting documentation to foster a safe and healthy communication climate for a virtual, transdisciplinary, multi-institutional research team. It was adapted from a collection of best practices learned from previous collaborative projects and informed by PRINCE2[[1](#_ENREF_1)], and the PMBOK Guide[[2](#_ENREF_2)]. | | |
| **Scope**: This protocol addresses the bare essentials required for setting up successful intra-team communication, with a focus on minimizing barriers to uptake during team start-up. It is not intended to provide an exhaustive list of all communication activities required for every aspect of team science. It does NOT include:   * Guidance on communication and sharing of team science outcomes such as data, tools, or scientific findings * Policies for defining milestones and managing the cross-team milestone overlaps, dependencies and critical paths. * Activities specific to proposal rating or project funding * Logistical details on organizing face-to-face meetings * Guidance on social media campaigns or other forms of external communication and engagement * Incentivizing the adoption of policies and training | | |
| **Roles**:  **Team**: All persons engaged in the transdisciplinary team science project, including governing and coordinating members.  **Funding body**: Individual(s) or organization(s) responsible for funding the team’s efforts.  **Sub-team**: Any grouping of team members, not including the funding body (e.g., a convened working group, committee, etc.).  **Funded component**: A sub-team that is explicitly convened and separately funded by the funding body.  **Steering body**: Governing body for the team, which may include the funding body, coordination facilitator, sub-team leaders, and external consultants.  **Coordination facilitator(s) (CF):** The main person (or people) responsible for facilitating collaboration by establishing the strategies, processes, and tools to facilitate communication among team members.  **Stakeholder**: Any party with an interest or concern in the team’s work products. | | |
| **Definitions:**  **Guiding documents:** Documents that elucidate: 1) the team’s vision, mission, and deliverables, and 2) the activities, personnel, and responsibilities of the funded components, steering body, and coordination aspects of the initiative.  **Planning documents:** Documents used to guide the communication and collaboration, subject to regular review and improvement.  **Team Portal**: A centralized platform providing access to communication technologies. The team portal can be a website, a document containing links, or any other platform that allows team members to easily find and use the team’s shared communication tools.  **Collaboration Technology Platform (CTP)**: The set of technologies that comprise the digital communications toolset used by the team. For example, CTP components can include communication channels, project management systems, document sharing systems, and polling or decision tracking software. Example tools include email, Slack, Zoom, email listserver, Asana, Trello, Github ticketing, HubZero and WordPress plugins, DropBox, Box, SharePoint, OneDrive, and Google Drive. The CTP can include multiple components but these should be harmonized in a way to make tools easy and intuitive to use. | | |
| Part 2 | | **Procedures** |
| Pre-engagement | **1** If you are in possession of all of the *Guiding Documents* ………….. Check here, and list the G*uidance Document* locations below.   |  |  | | --- | --- | | Guiding Document | Document Locator | | **1a** Team Vision |  | | **1b** Team Charter |  | | **1c** Steering Body Charter |  | | **1d** CF Charter |  | | |
| Planning | **2** If you have drafted the *Planning Documents* ................. Check here, and list the *Planning Document* locations below.   |  |  | | --- | --- | | Planning Document | Document Locator | | **2a** Stakeholder Engagement |  | | **2b** Code of Conduct |  | | **2c** Conflict Resolution |  | | **2d** CF-1 Risk Assessment |  | | **2e** CF-1 Change Control |  | | **2f** Consortium Agreement |  | | **2g** Internal Communications Plan |  | | |
| Set-up | **3** Check each box as you complete the set-up task and list the set-up documents below  **3a** **□** Create the Team Portal  **3b** **□** Build the Collaboration Technology Platform (CTP)  **3c** **□** Review and revise *Guiding Documents* and *Planning Documents*   |  |  | | --- | --- | | Set-up Document | Document Locator | | **3d** How toUse the CTP |  | | **3e** How toOn/off-board a Member |  | | **3f** How to Report to the Funding Body |  | | **3g** How to Charter a Sub-team |  | | **3h** Baseline Health Survey Results |  | | **3i** CF Document Catalog |  | | |
| Continuous improvement | **4** Check the box as you complete each task to initiate the continuous improvement cycle:  **4a** **□** Review and refine items in the CF Document Catalog  **4b** **□** Review and refine resource investments and deliverables  **4c** **□** Solicit, prioritize/triage, and respond to Team Portal and CTP Change Requests  **4d** **□** Reassess and refine change control policies  **4e** **□** Survey Collaboration Health | |
| Part 3 | | **References** |
| 1. *Managing successful projects with PRINCE2®*. Sixth edition, 2017 edition ed. 2017, London: TSO. 405.  2. Rose, K.H., *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)—Fifth Edition.* Project management journal, 2013. **44**(3): p. e1-e1. | | |
| Part 4 | | **History** |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Date  (YYYY-MMM-DD)** | **Prepared by** | **Version** | **Reviewed / Approved By** | **Brief Description of Change** | | 2019-Aug-02 | Robasky, et al | Github repo:  <http://bit.ly/2YFS3lM>  commit: | n/a | Original protocol | |  |  |  |  |  | | | |