**Overview**

The aim of this document is to detail the collaborative construction phase of an artifact called ``Collaborative Guide to Good Practices for Hybrid Work'' to be carried out with participants from software development teams, synthesizing their experiences in the face of changing work models. The data collection mechanism will be Design Thinking, Lean and Agile; it means conducting dynamics or sprint to create empathy, define, ideate, prototype and test, based on and complemented by collective intelligence, social psychology and open innovation techniques.

**Purpose of the Artifact**

The aim of this artifact is to help us make the results tangible and engage the team of software developers through design thinking techniques, collective intelligence, social psychology and open innovation to co-create a collaborative document on the challenges and opportunities regarding the development of distributed software within a post-pandemic reality perspective. The data collected in this artifact will help us to further refine and complement the previous phases of multivocal literature review, semi-structured interviews and non-participant observation, contributing fundamentally to reducing researcher bias.

**Guide protocol**

* Use Zoom.
* Introduce yourself and the purpose of the focus group.
* With the participants' permission, record the Zoom meeting with transcription enabled.
* Make sure they are OK with us following up by email to clarify any points, or a subsequent interview where the researchers will just observe and take notes.
* Sprints (dynamics) should last a maximum of one hour
* During and at the end of each dynamic, the note or field diary will be taken.
* Have an alignment session immediately after the dynamics to compare notes, discuss interesting results, any follow-ups needed, etc.
* Have weekly follow-up sessions to compare, monitor and discuss results and direct any necessary actions, etc.

**Duration**

* **Preparation:** 0.5 hours-2 weeks (depending on accessibility and legal regulations)
* **Activity:** 1 hour-16 weeks (depending on the number of observations and purpose of the research)
* **Follow-up:** 0.5 hours-4 weeks (depending on the amount of data and types of data collected)

**Physical requirements** Notebook, video camera, legal agreements (consent and/or confidentiality agreement)

**Energy level** High

**Researchers/Facilitators** Minimum 1 (it is better to have 2-3 researchers)

**Participants** Minimum of 10 (ideally at least 20 per group)

**Expected output** Text (field notes), photos, videos, sketches, statistics, git

**Proposed scope for each week**

* Weeks 1-2 (create empathy and define): Start discovery 1 through an open seminar on challenges and opportunities in post-pandemic distributed software development for onboarding on the research, presentation of the initial proposal and alignment on objectives and expected results.
* Weeks 3-4 (ideate and prototype): Develop the content of the MVP Guide 1.
* Weeks 5-6 (ideate and prototype): Develop the content of the MVP Guide 1.
* Weeks 7-8 (test): Finalize discovery 1 with validation and refinement of the Collaborative Guide - MVP 1. Stage scheduled for completion in April 2023.
* Weeks 9-10 (create empathy and define): Start discovery 2 through an open seminar to improve MVP 1 from the point of view of the User Experience - UX team to align it with the company's visual identity policy.
* Weeks 11-12 (ideate and prototype): Develop the content of the MVP 2 Guide.
* Weeks 13-14 (ideate and prototype): Develop the content of the MVP Guide 2.
* Weeks 15-16 (test): Finalize discovery 2 with validation and improvement of the Collaborative Guide - MVP 2. Stage scheduled for completion in October 2023.

Make sure that during the dynamics we can record:

* Do the developers understand the purpose and relevance of the research?
* What are the participants' perceptions of the axes and topics in the initial proposal? Are they sufficient to summarize their main challenges in the hybrid work model?
* In the participants' perception, are there levels of prioritization between the axes and/or topics?
* Considering that the initial proposal was developed with an academic eye, how could the participants contribute to improving communication regarding the concepts of dimension or topic?
* From the point of view of usability and the company's visual identity policy, how could the participants improve the initial proposal?

**References:**

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