Team 34
September 14, 2019

Executive Summary

Individual/Team SWOTs
Our team used both group level and an individual level SWOT analyses in order to clarify our individual capabilities and how they fit together. First, we'll include individual explanations for how each member formed their own analysis. Then, we'll describe how these all fit together to create a group level analysis.

Hunter:
When I created my SWOT, I made it from a perspective of trying to think what I bring to the team and what areas I might need some help with. A lot of my strengths come from my time in undergrad as an information systems major. I have a strong baseline understanding of a lot of the technology and business topics we are covering. I also feel good about presenting and creating slides since I have had to do that in almost every IS undergrad class. As far as my weaknesses go, I am an introvert so there are times where I don't speak up enough, although this didn't seem to be an issue with the EY case. I am also an analytical thinker, so I am not the most creative person. The feedback I will be able to get from my team members and professors this semester as well as the weekly performance tracking, we have set up will be a great reference for continuing to improve. The only threat I have is a GA position, but luckily, I can complete the 5 hours per week on my own time, so it is just a matter of being able to find that time every week.

Penny:
When I did my SWOT analysis, I picked programming as my strengths because I graduated with my major in Informatics. I learned some technical skills in the past four years. I am also good at mathematics and calculation because I am interested in. I had many experiences in designing the power point slides. I thought presentation is my weakness because English is not my native language. I felt unconfident when I was presenting. I picked case analysis as another weakness because I graduated with a strong technical background, but I lacked the experiences of case analysis. However, I think I will improve my presentation and case analysis skills during this semester. The biggest threat I have right now is time management. I got a 12 hours GAship. Therefore, the balance between my academic life and my GA work is important. I plan to set up a plan and rank the priority of each thing I need to do. Thus, I will have a clear mind what I should do first.

Ugo:
In attempt to perform SWOT analysis I had to approach it from a fresh pair of lenses. This approach was of course a bit difficult mainly because as us humans try to see the best version of selves in every situation. In relation to that, my strengths on my analysis were Presenting, Project Management, Problem solving and Technical Implementation; I choose these primarily due my technical background In Informatics(business), in which I was fortunate to be exposed to several technical experiences both hand-on and soft skills situation that were beneficial to technical growth. In addition to that, for my weakness & opportunities were based on self-evaluation and external observations from my classmates

and awesome teammates. Regarding my potential threats, I had to take personal reflection my previous experiences working on teams or individual projects and on the common issues I had faced and hope to resolve as progress through the program

Jason:
My SWOT analysis was largely based in traits I noticed during the EY Case Competition. I have extensive training in case analysis from my time in undergrad, so that is an obvious strength for me along with PowerPoint design to communicate the ideas revealed during that analysis. Another strength of mine is financial analysis which comes from years of training. My biggest weakness is my lack of technology experience, which will be improved over this semester and can be seen as an opportunity to learn new skills. Another weakness which is also a threat is that my personality sometimes locks into pessimism, so in order to mitigate the threats stemming from this I need to work on mental health exercises to stay motivated.

Group:
Whilst creating SWOT analysis, we tried to take an unbiased step back in order to ascertain a holistic evaluation of our team's current abilities and flaws. In relation to that, Our SWOT was based on our current features and capabilities and the various potential areas for growth. In order to re-access our desired goals and likely limitations throughout our journey we meet for an honesty and reflective analysis of our teams' SWOT.

With that in mind, we conclusively derived our teams' strengths namely; Academic diversity, Personality fit, Goal Alignment, PowerPoint Slide Design, Problem Solving Capabilities. Our team has been graced diversity of backgrounds on almost every basis; Personalities type, Academia, Ethnicity and strategic thinking and analysis. Moreover, with these key abilities and capabilities our team ultimately has a pool of diverse knowledge and experiences to draw from in attempt to solve any given task or issue presented to us. Although, we pose such diversity of abilities, traits and capabilities our team isn't without its weakness, potential treats and opportunities for growth in this journey. As a team, we still believe we lack an overall confidence in presenting our works to others. We also identified several potential threats that could affect the team on long run such as work-life balance; Recruiting season, and two members with GA positions. Conclusively, our team has taken both a retrospective and proactive approach in attempt to resolving our potential threat and weakness such of which are; Cross-training one another in respective disciplines, Weekly team feedback, Periodical Performance Tracking of the coming team and individual assignments throughout the semester.

Tuckman's Team Development Model
The EY Case Competition was a great opportunity to complete the first two stages of this model, forming and storming. Forming was started during orientation when we first met and shared our backgrounds and work styles, and then continued into the case when it moved from us discussing these things to exemplifying how their present in a team setting. Storming is usually a difficult part of working in a team, but our team went through this stage rather quickly because we all understood each other's competencies well from the very beginning and were able to create our own roles.

Norming and performing are two stages we are currently working on. Now that we've gotten through the first two stages, we can spend time taking what we learned and applying it to create a clear team structure where each person has a clear role and we are able to approach projects in a consistent fashion.

Skills important to Our Performance
The skills our team came up with that are critical to our success were based on what went well in the EY case as well as areas we want to improve in. We came up with four main competencies that spilt up the specific skills we want to focus on: soft skills, technical knowledge, business acumen, and team values.
Soft Skills:
For our soft skills, we decided on a mixture of presenting, networking, and team-oriented skills. On the presenting side, we got good feedback on the EY case that we did well presenting, but we still feel we could improve in that area and become more confident. We also want to be more organized as a group and one thing we did to get better at this was to start using Microsoft Teams in order to easily access all the different team assignments we have. We also want to help each other improve in all areas and the only way to do that is by giving each other constructive feedback.
Technical Knowledge:
When it comes to improving in technical skills, a lot of this development will come from the classes we are taking and the assignments/cases we must complete this semester. Some of the specific areas we felt were important are using excel, as well as whatever new programming languages we cover in class. We also wanted to pick some technical skills that apply to the large deliverables we will have, and those skills include researching, understanding emerging technology, and PowerPoint slide design.
Business Acumen:
Although the MSIS degree takes a more technical focus, at the end of the day the technology we are learning is used to solve business problems. The professors have made it clear in the first few weeks that we will be getting a great business understanding in this course as well. Some areas we want to focus on that came up in the EY case are financial analysis, case analysis/strategy formation, business writing skills, and the use of business frameworks.
Team Values:
The final capability we want to track our performance on throughout the semester is our team values. We know that there are going to be some tough weeks when everything gets busy so this will be a good reminder of what our values are. Our five values include efficiency, integrity, persistence, happiness, and a new addition, improvement. By tracking our performance on our team values, we can ensure that we are improving in other skill areas in a way that we are happy with.

Capabilities Performance Tracking
Being able to track our capabilities is incredibly important in the MSIS program because we come from different academic backgrounds and are all trying to improve different capabilities. For example, Ugo studied informatics in undergraduate and his financial analysis skills aren't very developed. Jason studied economic consulting in undergraduate and his technical skills aren't very developed. Ugo and Jason can collaborate on these two categories, work together during projects to accomplish these things together, and eventually be able to complete their "weak" assignments autonomously and check each other's work.

For the tracking, we have an excel sheet that splits up our four capabilities: soft skills, technical knowledge, business acumen and team values. In the four separate tables we have each team members name with 15 weeks. As each week ends, we will each go into the sheet, enter on a scale of 1-10 how we did that week in a certain capability, and the performance graphs will automatically update on the excel sheet. These tables and graphs will be a great weekly reminder of the types of areas we want to improve in and will also serve as a great snapshot of our progress throughout the semester.

Deliverable Performance Tracking
In order to track our overall improvement as a team throughout the semester, we are tracking performance for each big deliverable. The graph is set up in a way where each member gives a score for how they felt the team performed overall and then the average of all four team members is then graphed. The only big deliverable we must go off at this point in the semester is the EY case, but as the semester goes on, more will be added, and the chart will be converted to a line graph. Overall, we were all happy with our performance on the EY case and ended up with a team average rating of 7 out of 10. Our goal for the EY case was to be one of the five finalists and although we didn't make it, we felt like we were close and performed very well. The feedback we got from the judges was very encouraging, they told us that we presented well, had the best slides of all the groups they saw and overall had a good idea that was focused on solving the main problem. In order to be one of the top teams going forward, there are three main improvements we want to make: become more confident in presenting, poke more holes in our solution to be more prepared for Q&A, and be more detailed in our implementation of our solutions. The EY case was a great start to the year and showed us that if we make some improvements and continue to leverage our work ethic, strong case analysis skills, and slide design, we can achieve our goal of being one of the top teams going forward.

Team Goals
We split our goals into both short-term and long-term in order to more easily track our progress:
Short-term goals:
Our short-term goals include ways to improve as a team as well as ways for each of us to improve as individuals.

To improve as a team, the most critical goal is for us to focus on developing our weaknesses and trying to branch out of our comfort zone. This links to a long-term goal discussed in the next section. We'd also like to work with other teams in MSIS to see what they've done that's worked and what they've done that hasn't worked. We'd also like to get to know each other outside of an academic setting, which will also mean getting to experience Bloomington more.

To improve as individuals, we'd like to focus on helping each other with class concepts that some people may need help understanding. This goes beyond the scope of completing team assignments and more into the realm of helping colleagues improve. We'd also like to help each other with the recruiting process as all four of us are job-hunting.

Long-term goals:
Our long-term goals are connected to our short-term goals and accomplishing these will require building on those short-term goals we've created. For example, one of our goals is to have any team member be

able to complete any part of our case analysis. This means we must first accomplish the goal of developing our weaknesses and branching out of our comfort zones. We'd also like to develop a consistent approach to projects and case analyses which requires getting to know our group's work style. Placing in a future case would be the result of accomplishing all our short-term goals and is important because it's easily measurable.

Appendix

Team Dynamics

Member	What is the best way to communicate with you?	What is the worst way to communicate with you?	What is the best way to convince you of something?	How do you like to give feedback?	How do you like to get feedback?
Hunter	Text	Email (still check it often)	Back it up with data/facts	Constructive, but straight up. Something like "hey I really like how you did X but it could be even better if you added Y."	Just tell me how it is, no need to sugar coat it. Tell me what you would have done and why you'd do it that way.
Jason	Call, text	Email	data/facts	Explaining how something would look better if something had been done differently	With a concrete example of how something could have been done better
Penny	Text	Email	data/facts	Encourage first, then told me it will be better if I do...	Give me some persuasive reasons why I should do something in different way
Ugo	Call, text	Email or GroupMe	Facts/data with a humane solution/approach	Reflective and Upfront about the situation and possible remedies/solutions	In a very Blunt/honesty manner with facts backing as to why things should be done differently or better