

Daily survey

Day 3 - X2

Introduction

Filling out this survey should not take longer than *five minutes*. Please take some time to consider the ideas and guidelines.

Your data will be coded thus your *response is anonymous*. Data gathered will be used to generate a *communication heatmap*, visualizing roles and their interaction by color coding their relative intensity of communicating.

The heatmaps will be *hanged out* on whiteboards around *on daily basis*. One heatmap will try to visualize the last days interaction and another one will show aggregated data gathered over time.

Explanations

This survey tries to investigate *communication and collaboration intensity*, their *initiation* and *nature or reason*.

Intensity: Relate such aspects of communication as duration, information density, significance to your job tasks to their usual levels when in contact with a given role. Communication implies any kind of daily **work related** collaboration or interaction.

Initiated: Whether or not the communication was **mostly initiated** by you.

Nature: The **main reason** or type of communication. If several communications of different nature - **pick the one** with the most influence of your work throughout the day.

Legend

- ☐ A *scale* from low to high - please mark only one box.
- ☐ A *checkbox* representing a yes-no answer ticked being yes.
- B

Backlog work on planned sprint goals
Regarding daily work on the sprint backlog (excludes unplanned interruptions)

U

Unexpected change or interruption
External or internal, technical or social, not intended by planned sprint content
- D

Decision coordination
Progress towards sprint goal hindered by uncertainty or coordination need caused by unclear responsibilities
- E

Exchange of missing knowledge
About task clarification or to optimize its execution and result
- R

Resolving technical dependencies
Solely technical and blocking progress
- O

Other (please name)
Anything particular but unnamed above

A radio group - please mark one.

MS2 (XFT)

Please *do not* fill the rows for co-workers with who you did not collaborate

| Name | Communication intensity | | | | | | Initiated by me | Dominant nature of communication | |
|----------------------|-------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|--------------------------|---|--|
| | Minimal | Usual | | | Extraordinary | Mark if yes! | Please mark only one! | Other (please name) | |
| Daniel Fredriksson | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="checkbox"/> | <div><div>B</div><div>U</div><div>D</div><div>E</div><div>R</div><div>O</div></div> | |
| Henrik Persson | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="checkbox"/> | <div><div>B</div><div>U</div><div>D</div><div>E</div><div>R</div><div>O</div></div> | |
| Helena Neilan-Olzon | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="checkbox"/> | <div><div>B</div><div>U</div><div>D</div><div>E</div><div>R</div><div>O</div></div> | |
| Nihal Siriwardanagea | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="checkbox"/> | <div><div>B</div><div>U</div><div>D</div><div>E</div><div>R</div><div>O</div></div> | |
| Xi Zhu | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="checkbox"/> | <div><div>B</div><div>U</div><div>D</div><div>E</div><div>R</div><div>O</div></div> | |
| Magnus Ryman | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="checkbox"/> | <div><div>B</div><div>U</div><div>D</div><div>E</div><div>R</div><div>O</div></div> | |
| Joakim Skooq | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="checkbox"/> | <div><div>B</div><div>U</div><div>D</div><div>E</div><div>R</div><div>O</div></div> | |

OPOs

Please *do not* fill the rows for co-workers with who you did not collaborate

| Name | Communication intensity | | | | | | Initiated by me | Dominant nature of communication | |
|-----------------|-------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|--------------------------|---|--|
| | Minimal | Usual | | | Extraordinary | Mark if yes! | Please mark only one! | Other (please name) | |
| Jonas Bengtsson | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="checkbox"/> | <div><div>B</div><div>U</div><div>D</div><div>E</div><div>R</div><div>O</div></div> | |

Section Managers

Please *do not* fill the rows for co-workers with who you did not collaborate

| Name | Communication intensity | | | | | | Initiated by me | Dominant nature of communication | |
|-------------------|-------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|--------------------------|---|--|
| | Minimal | Usual | | | Extraordinary | Mark if yes! | Please mark only one! | Other (please name) | |
| Anders Westerlund | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="checkbox"/> | <div><div>B</div><div>U</div><div>D</div><div>E</div><div>R</div><div>O</div></div> | |

| Department Managers | | | Please <i>do not</i> fill the <i>rows</i> for co-workers with who you did not collaborate | | | | |
|---------------------|-------------------------|-----------------------|---|----------------------------------|------------------------------|----------------------------|---|
| Name | Communication intensity | | Initiated by me | Dominant nature of communication | | | |
| | <i>Minimal</i> | <i>Usual</i> | <i>Extraordinary</i> | <i>Mark if yes!</i> | <i>Please mark only one!</i> | <i>Other (please name)</i> | |
| Anders Westerlund | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <div><div>B</div><div>U</div><div>D</div><div>E</div><div>R</div><div>O</div></div> |

| Program Managers | | | Please <i>do not</i> fill the <i>rows</i> for co-workers with who you did not collaborate | | | | |
|-------------------|-------------------------|-----------------------|---|----------------------------------|------------------------------|----------------------------|---|
| Name | Communication intensity | | Initiated by me | Dominant nature of communication | | | |
| | <i>Minimal</i> | <i>Usual</i> | <i>Extraordinary</i> | <i>Mark if yes!</i> | <i>Please mark only one!</i> | <i>Other (please name)</i> | |
| Johan Stormberger | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <div><div>B</div><div>U</div><div>D</div><div>E</div><div>R</div><div>O</div></div> |
| Niklas Isaksson | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <div><div>B</div><div>U</div><div>D</div><div>E</div><div>R</div><div>O</div></div> |

| Personal additions | | | Please <i>do not</i> fill the <i>rows</i> for co-workers with who you did not collaborate | | | | |
|----------------------------|-------------------------|-----------------------|---|----------------------------------|------------------------------|----------------------------|---|
| Person & role | Communication intensity | | Initiated by me | Dominant nature of communication | | | |
| | <i>Minimal</i> | <i>Usual</i> | <i>Extraordinary</i> | <i>Mark if yes!</i> | <i>Please mark only one!</i> | <i>Other (please name)</i> | |
| Lars Johansson Designer | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <div><div>B</div><div>U</div><div>D</div><div>E</div><div>R</div><div>O</div></div> |
| Mikael Krekola PG | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <div><div>B</div><div>U</div><div>D</div><div>E</div><div>R</div><div>O</div></div> |
| Pierre Svård Designer | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <div><div>B</div><div>U</div><div>D</div><div>E</div><div>R</div><div>O</div></div> |

| Others | | | Please <i>do not</i> fill the <i>rows</i> for co-workers with who you did not collaborate | | | | |
|---------------|-------------------------|-----------------------|---|----------------------------------|------------------------------|----------------------------|---|
| Person & role | Communication intensity | | Initiated by me | Dominant nature of communication | | | |
| Name: | <i>Minimal</i> | <i>Usual</i> | <i>Extraordinary</i> | <i>Mark if yes!</i> | <i>Please mark only one!</i> | <i>Other (please name)</i> | |
| Role: | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <div><div>B</div><div>U</div><div>D</div><div>E</div><div>R</div><div>O</div></div> |
| Name: | | | | | | | |
| Role: | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <div><div>B</div><div>U</div><div>D</div><div>E</div><div>R</div><div>O</div></div> |
| Name: | | | | | | | |
| Role: | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <div><div>B</div><div>U</div><div>D</div><div>E</div><div>R</div><div>O</div></div> |
| Name: | | | | | | | |
| Role: | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <div><div>B</div><div>U</div><div>D</div><div>E</div><div>R</div><div>O</div></div> |