

Daily survey

Operative Product Owner - 1

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 by which *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 results 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: The level of communication intensity (time, information density) during the day. 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 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.
- N

Normal backlog work

Regarding regular daily work on the backlog

U

Unexpected change or influence

External or internal influence (technical or social)

D

Decision coordination

Progress blocked by uncertainty or coordination need

G

Gathering knowledge

Regarding documentation, information, etc

R

Resolving dependencies

Solely technical and blocking progress

O

Other (please name)

Anything particular but unnamed above
- A radio group - please mark one.

XFT-1

Please leave *rows* for co-workers who you did not collaborate with *unfilled*

Name	Communication intensity						Initiated by me	Dominant nature of communication	
	Minimal	Average		Extraordinary			Mark if yes!	Please mark only one!	Other (please name)
John Smith	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div>N</div> <div>U</div> <div>D</div> <div>G</div> <div>R</div> <div>O</div>	
Samantha Johnsson	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div>N</div> <div>U</div> <div>D</div> <div>G</div> <div>R</div> <div>O</div>	
Katy Doe	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div>N</div> <div>U</div> <div>D</div> <div>G</div> <div>R</div> <div>O</div>	
Michael Bay	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div>N</div> <div>U</div> <div>D</div> <div>G</div> <div>R</div> <div>O</div>	
Bill Ray	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div>N</div> <div>U</div> <div>D</div> <div>G</div> <div>R</div> <div>O</div>	
Adam Doves	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div>N</div> <div>U</div> <div>D</div> <div>G</div> <div>R</div> <div>O</div>	
Sarah Porter	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div>N</div> <div>U</div> <div>D</div> <div>G</div> <div>R</div> <div>O</div>	

OPOs

Please leave *rows* for co-workers who you did not collaborate with *unfilled*

Name	Communication intensity						Initiated by me	Dominant nature of communication	
	Minimal	Average		Extraordinary			Mark if yes!	Please mark only one!	Other (please name)
Monica Jackson	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div>N</div> <div>U</div> <div>D</div> <div>G</div> <div>R</div> <div>O</div>	

Section Managers

Please leave *rows* for co-workers who you did not collaborate with *unfilled*

Name	Communication intensity						Initiated by me	Dominant nature of communication	
	Minimal	Average		Extraordinary			Mark if yes!	Please mark only one!	Other (please name)
Vacant	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div>N</div> <div>U</div> <div>D</div> <div>G</div> <div>R</div> <div>O</div>	

Department Managers

Please leave rows for co-workers who you did not collaborate with *unfilled*

Name	Communication intensity	Initiated by me	Dominant nature of communication
	<div>MinimalAverageExtraordinary</div>	Mark if yes!	Please mark only one!Other (please name)
Benjamin Keys	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>	<div></div>	<div><div>N</div><div>U</div><div>D</div><div>G</div><div>R</div><div>O</div></div>

Program Managers

Please leave rows for co-workers who you did not collaborate with *unfilled*

Name	Communication intensity	Initiated by me	Dominant nature of communication
	<div>MinimalAverageExtraordinary</div>	Mark if yes!	Please mark only one!Other (please name)
Mary Adams	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>	<div></div>	<div><div>N</div><div>U</div><div>D</div><div>G</div><div>R</div><div>O</div></div>

Others

If applicable and crucial, please name other people you have been communicating with

Person & role	Communication intensity	Initiated by me	Dominant nature of communication
Name:	<div>MinimalAverageExtraordinary</div>	Mark if yes!	Please mark only one!Other (please name)
Role:	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>	<div></div>	<div><div>N</div><div>U</div><div>D</div><div>G</div><div>R</div><div>O</div></div>
Name:			
Role:	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>	<div></div>	<div><div>N</div><div>U</div><div>D</div><div>G</div><div>R</div><div>O</div></div>
Name:			
Role:	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>	<div></div>	<div><div>N</div><div>U</div><div>D</div><div>G</div><div>R</div><div>O</div></div>
Name:			
Role:	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>	<div></div>	<div><div>N</div><div>U</div><div>D</div><div>G</div><div>R</div><div>O</div></div>
Name:			
Role:	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>	<div></div>	<div><div>N</div><div>U</div><div>D</div><div>G</div><div>R</div><div>O</div></div>
Name:			
Role:	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>	<div></div>	<div><div>N</div><div>U</div><div>D</div><div>G</div><div>R</div><div>O</div></div>
Name:			
Role:	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>	<div></div>	<div><div>N</div><div>U</div><div>D</div><div>G</div><div>R</div><div>O</div></div>
Name:			
Role:	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>	<div></div>	<div><div>N</div><div>U</div><div>D</div><div>G</div><div>R</div><div>O</div></div>