

# Daily survey

Day 5 - X23

## 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

U

D

E

R

O

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

U

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

D

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

E

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

R

Resolving technical dependencies  
Solely technical and blocking progress
- O

O

Other (please name)  
Anything particular but unnamed above

A radio group -  
please mark one.

Team (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)              |  |
| John Doe       | <div></div>             | <div></div> | <div></div> | <div></div> | <div></div>   | <div></div>  | <div>B</div> <div>U</div> <div>D</div> <div>E</div> <div>R</div> <div>O</div> |                                  |  |
| Sven Svensson  | <div></div>             | <div></div> | <div></div> | <div></div> | <div></div>   | <div></div>  | <div>B</div> <div>U</div> <div>D</div> <div>E</div> <div>R</div> <div>O</div> |                                  |  |
| Max Mustermann | <div></div>             | <div></div> | <div></div> | <div></div> | <div></div>   | <div></div>  | <div>B</div> <div>U</div> <div>D</div> <div>E</div> <div>R</div> <div>O</div> |                                  |  |
| Vasya Pupkin   | <div></div>             | <div></div> | <div></div> | <div></div> | <div></div>   | <div></div>  | <div>B</div> <div>U</div> <div>D</div> <div>E</div> <div>R</div> <div>O</div> |                                  |  |
| Michael Smith  | <div></div>             | <div></div> | <div></div> | <div></div> | <div></div>   | <div></div>  | <div>B</div> <div>U</div> <div>D</div> <div>E</div> <div>R</div> <div>O</div> |                                  |  |
| Jane Doe       | <div></div>             | <div></div> | <div></div> | <div></div> | <div></div>   | <div></div>  | <div>B</div> <div>U</div> <div>D</div> <div>E</div> <div>R</div> <div>O</div> |                                  |  |
| Pietje Puk     | <div></div>             | <div></div> | <div></div> | <div></div> | <div></div>   | <div></div>  | <div>B</div> <div>U</div> <div>D</div> <div>E</div> <div>R</div> <div>O</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)              |  |
| Richard Roe | <div></div>             | <div></div> | <div></div> | <div></div> | <div></div>   | <div></div>  | <div>B</div> <div>U</div> <div>D</div> <div>E</div> <div>R</div> <div>O</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)              |  |
| Juan Pérez | <div></div>             | <div></div> | <div></div> | <div></div> | <div></div>   | <div></div>  | <div>B</div> <div>U</div> <div>D</div> <div>E</div> <div>R</div> <div>O</div> |                                  |  |