

Requirements Level Individual (team work) sorted

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Nr.	Requirements	
1	Work organization	
1.1	Networking and external activities at team work	Access to external ideas and knowledge
1.2	Flexible time of team membership; flexible team size	Adaptation of the team composition for the task spectrum and appropriate organizational effort
1.3	Open and direct information flow between the members	Transparent work process
1.4	Teams with variable levels of membership	Integration of persons with knowledge
1.5	Searching for information in the entire available network	Spanning of a solution space as big as possible
1.6	Work as ambassador of the project	Advertise for resources and support
1.7	Transparent decisions	Traceability
1.7	Consequent realization of decisions	Goal achievement
1.7	Appropriate task distribution	Keeping goals in regard of dates and content
1.7	Right balance between isolation and external work	Maintaining the work progress
1.8	Involvement of the team members at finding goals	Higher acceptance of goals and higher readiness
1.9	Communication of visions with realistic promises	Advertise for support and stay credible
2	Composition	
2.1	Heterogeneous composition of members	Higher potential for innovation
2.2	Consideration of potential networks while choosing team members	Access to special knowledge
2.3	Balanced role distribution	Many perspectives
2.4	Clearly defined roles and responsibilities	Better organization of work
2.5	Number of core members: 5 – 7 members at max.	Communicational effort gets too big otherwise
2.6	Question the distribution of competences in groups	Distribute tasks depending on competences
3	Values	
3.1	Clear, best quantifiable, goals	Easy checking of the work progress
3.2	Mutual appreciation	Facilitates collaboration
3.3	Readiness to learn	Ongoing improvement
3.4	(self-)critical behaviour	The quality of the solution improves by permanent questioning
3.5	Mutual agreed rules of behaviours in teams	Facilitated collaboration
3.5	Sensibility for inefficient collaboration or threatening conflicts	Avoiding or solving conflicts right
3.6	Casual and relaxed atmosphere	Also unconventional and new approaches get expressed

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3.6	Communication of safety and calmness	Makes thinking about innovative solutions easier
The smaller the number of a topic, the more important is the requirement (e.g. 1.1 is more important than 1.2; but between 1.1 and 2.1 is no difference)		