

Virtual Collaboration Action Plan (VCAP)

FY13 Regional Leadership Development Program (RLDP)

Planning CoP Webinar

June 11, 2014

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US Army Corps of Engineers
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PRESENTATION OVERVIEW

- Project assignment and mission
- Virtual collaboration tools
 - Meeting invites
 - Conference calls
 - Webinars
 - Data repository
- Virtual collaboration purposes and processes
 - Project delivery team meetings (PDT) and other team meetings
 - Interagency meetings
 - Public meetings
 - Trainings
- Best management practices
- Regional Virtual Collaboration Toolbox



PROJECT ASSIGNMENT

- Project assigned to the South Pacific Division's (SPD) fiscal year 2013 Regional Leadership Development Program (RLDP) class
- *Do the best with less! regional approach*
- Regional Management Board challenge
 - Look at the psychology of change
 - Focus on reducing the costs that often result from using traditional collaboration
 - Develop virtual collaboration processes
 - Research virtual collaboration tools
 - Develop an actionable product



Project Mission

*Develop an **action plan** and **toolbox** to **promote** virtual collaboration **throughout** the **South Pacific Division**.*

Definition of Virtual Collaboration

*A method of working together to **accomplish goals** utilizing **regional expertise** and **technology-based resources** with team members who are **geographically separated**.*



PROJECT RESEARCH

- Coordinated with virtual collaboration subject matter experts (SME)
- Researched the functionality of different tools for USACE missions
- Researched virtual collaboration use by other public agencies and private sector (what they use, how, why)
- Interviewed ACE-IT leadership at each district and researched restraints
- Researched the psychology of change and what makes virtual collaboration successful
- Surveyed SPD workforce knowledge



PROJECT DELIVERABLES

- Virtual Collaboration Action Plan (VCAP) report
- **Virtual Collaboration Regional Toolbox**
- Virtual collaboration brochure
- Virtual collaboration brownbag trainings
- *Virtual* Communications CoP webinar



VIRTUAL COLLABORATION TOOLS

- Meeting request
 - Doodle (www.doodle.com)
 - Outlook
- Conference call (recommend AT&T reservationless number)
- **Webinar**
 - **Defense Connect Online (DCO)**
 - **AT&T web meeting**
- Data Repository
 - File Transfer Protocol (FTP)
 - SharePoint
 - ProjectWise



DEFENSE CONNECT ONLINE (DCO)

- **Best for:** internal meetings, trainings, and telework
- **Cost:** FREE!!!
- **Voice service:** can use computer microphones; currently recommend conference for voice (voice over internet protocol – VOIP)
- **Several options:** chat room, webcam, record meetings, live editing, transferring and sharing meeting information, taking and saving notes, breakout rooms (requires VOIP)
- **Pros & Cons:** user-friendly (however, not as much as AT&T for newbies); many more functions; highly customizable; users have their own profile for saving meeting information



AT&T WEB MEETING

- **Best for:** external meetings and trainings
- **Cost:** \$0.12 per minute per user
- **Voice service:** requires teleconference (\$0.03 per minute per user)
- **Several options:** chat room, webcam, record meetings, live editing, transferring and sharing meeting information, taking and saving notes
- **Pros & Cons:** very user-friendly (most people are familiar); many functions; no user profile for saving meeting information (must download it to your computer)

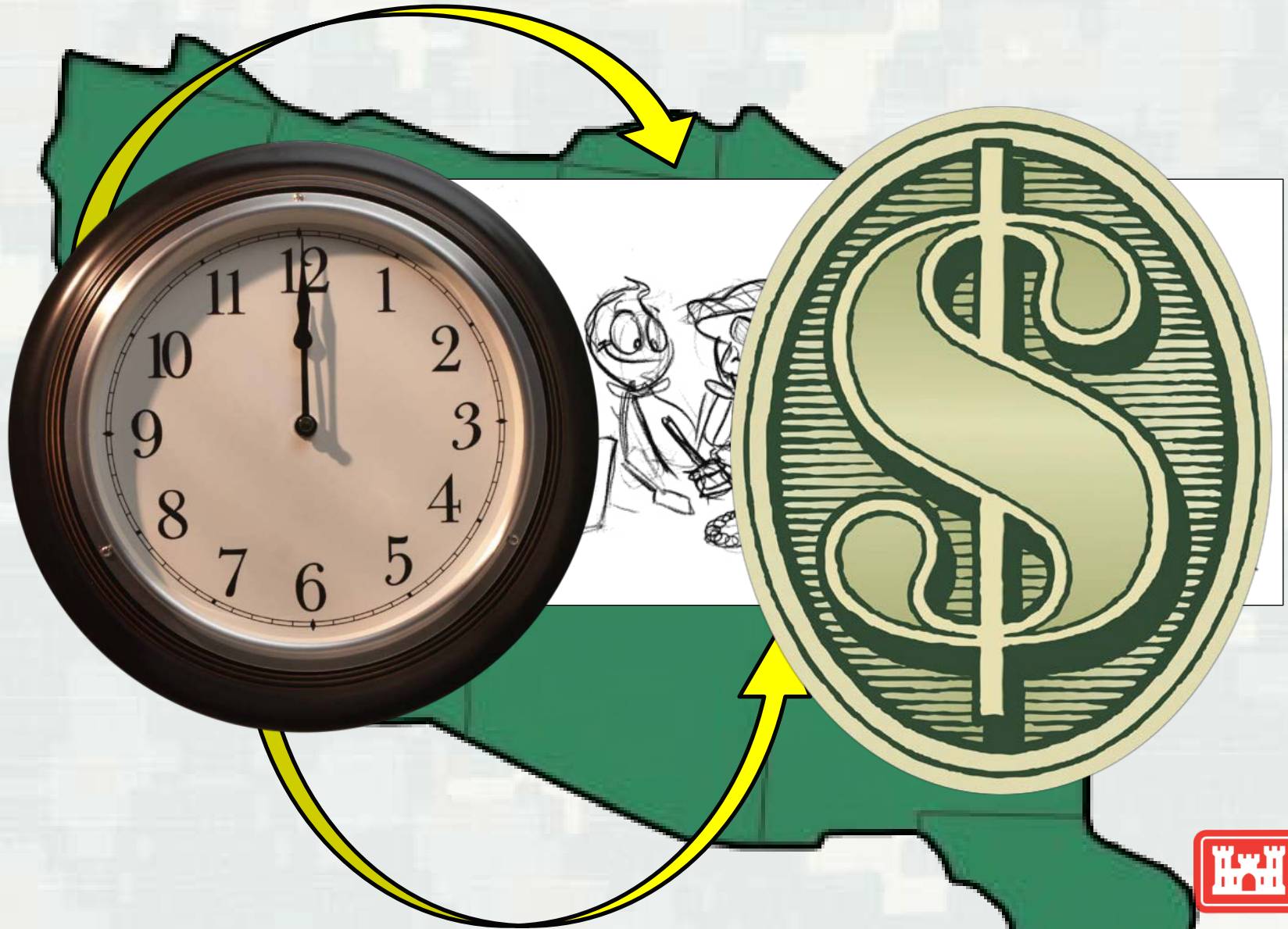


VIRTUAL COLLABORATION PURPOSES AND PROCESSES

- PDT and other team meetings
- External meetings (i.e., other agencies, stakeholders, customers)
- Public meetings
- Trainings
- Telework
- Nearly any meeting requirement



TRADITIONAL MEETINGS...



VIRTUAL MEETINGS...

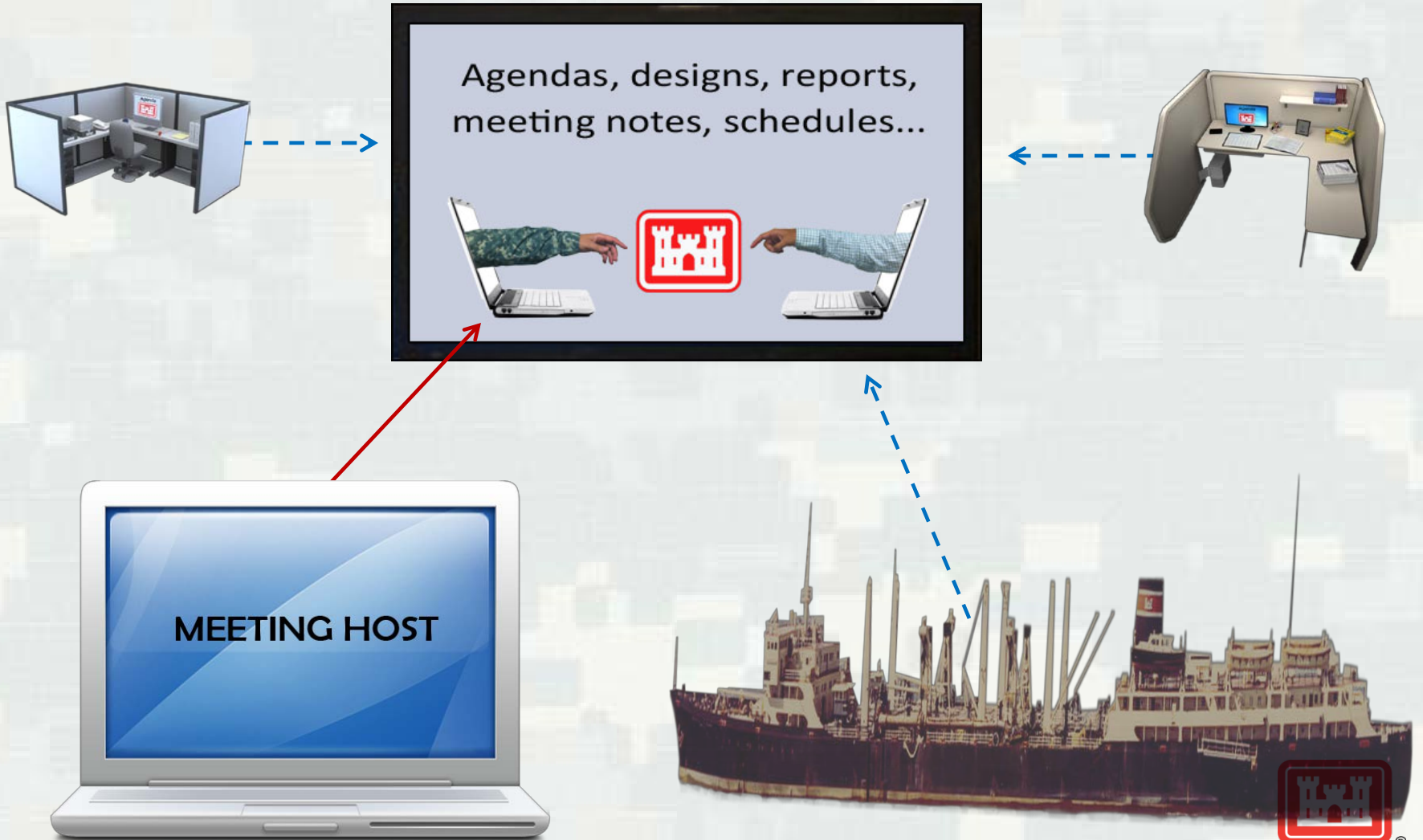


VIRTUAL COLLABORATION...

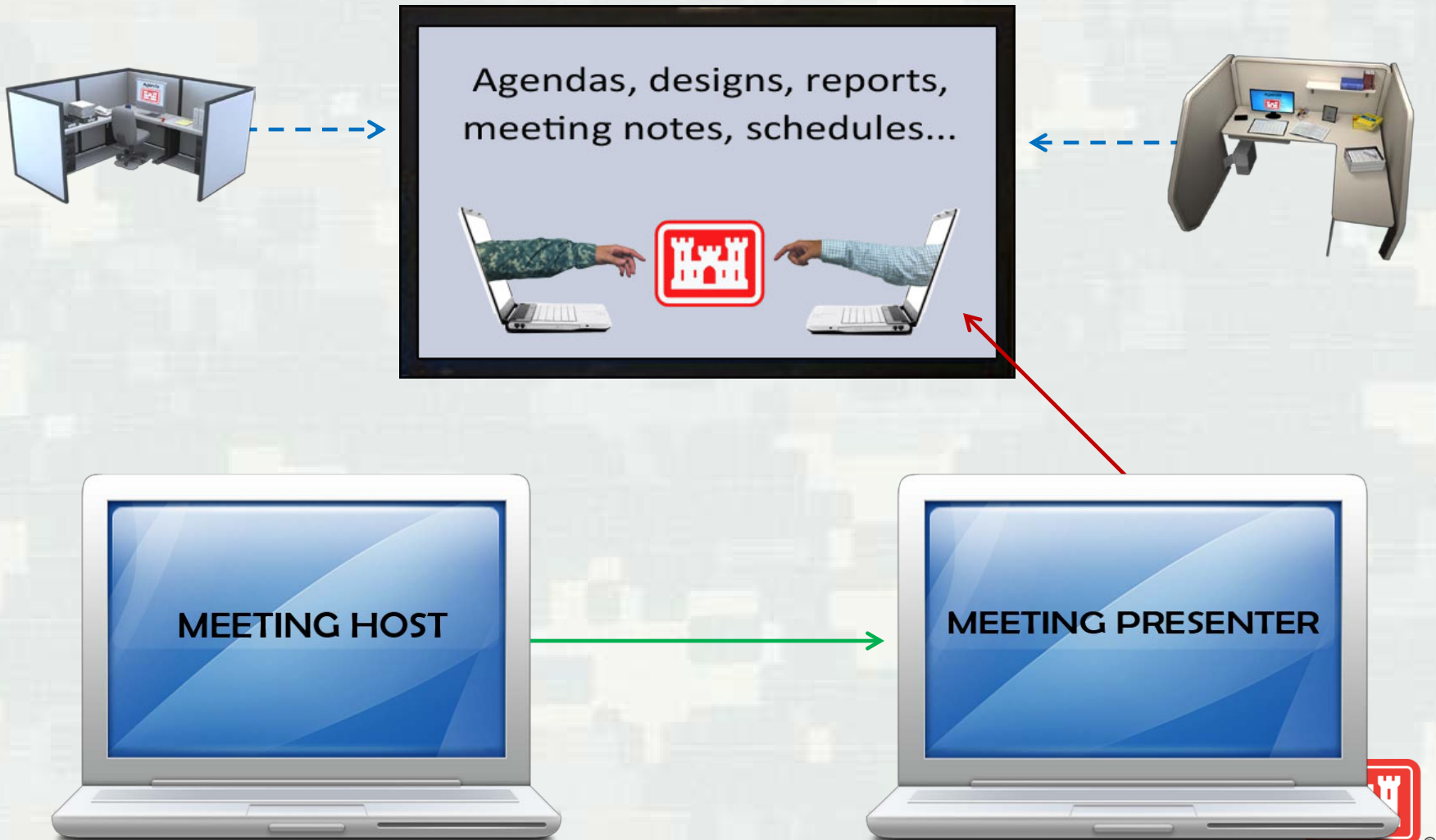


SMALL MEETINGS

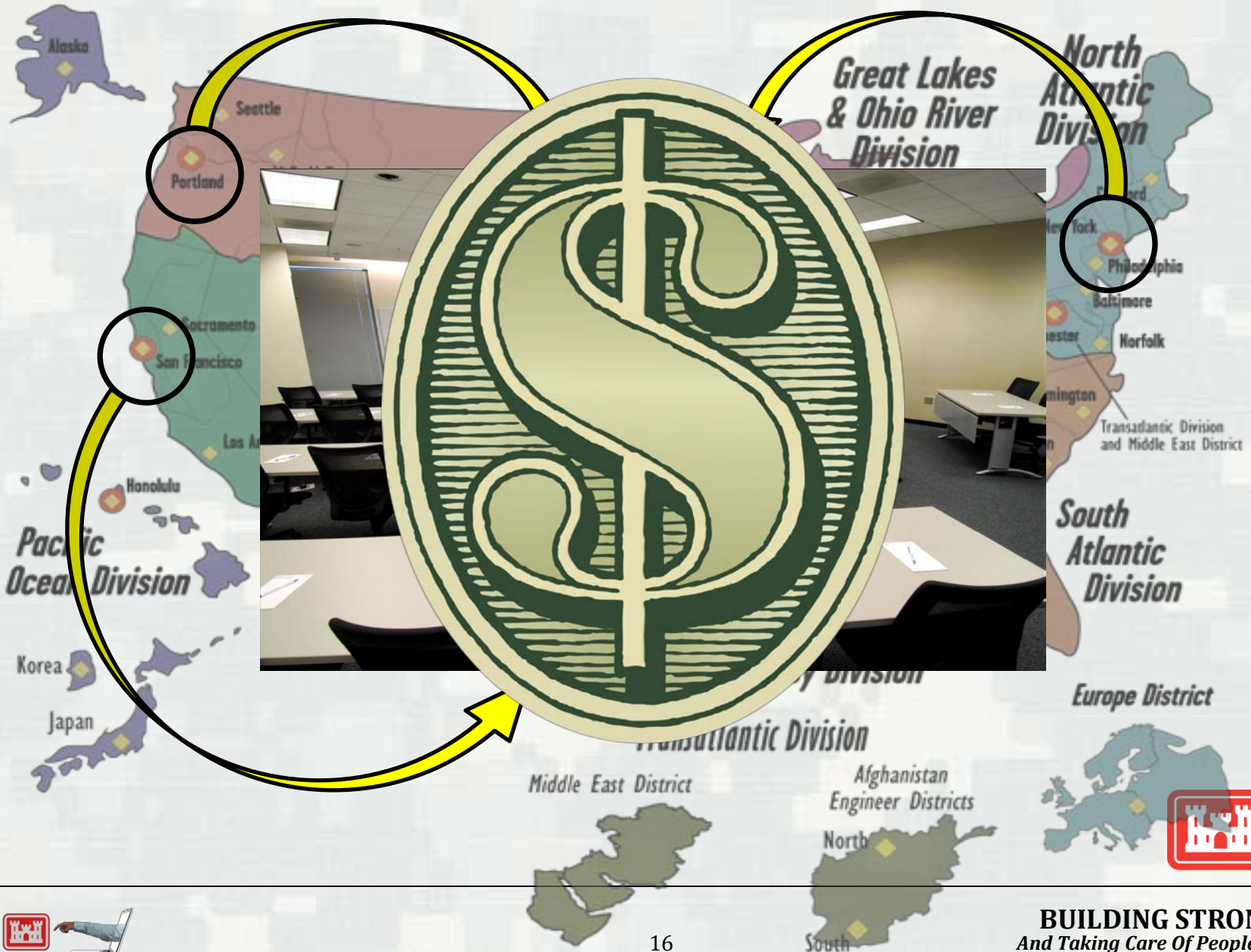
(PDT, DESIGN, CONSTRUCTION, CONTRACTOR)



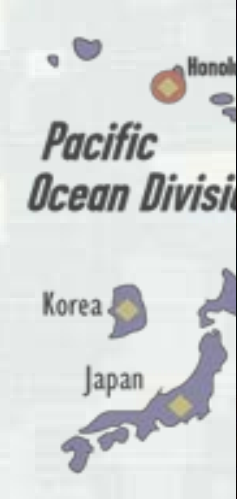
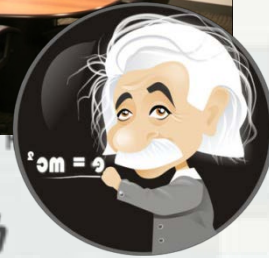
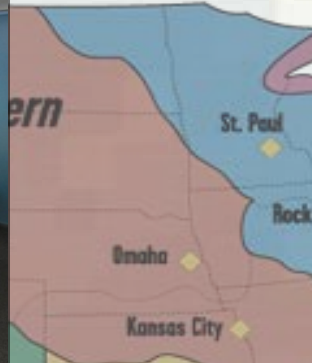
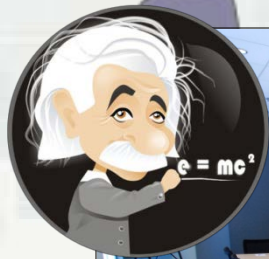
LARGE MEETINGS (CHARRETTES, PUBLIC MEETINGS)



TRADITIONAL TRAININGS...



VIRTUAL TRAININGS...





- Dials in as the host (provides password)
- Controls the overall meeting (facilitates)
- Grants 'presenter' rights
- Uploads relevant material to the meeting share box (prior to the meeting)
- Monitors the chat box
- Alerts the presenter of participant questions
- Ends the meeting



- Dials in as a participant
- In a traditional meeting, would likely host or facilitate the meeting
- In virtual meetings, serves as presenter, instructor, project manager, etc.
- Presents material from their computer
- Provides relevant material to host (e.g., agenda, read ahead, etc.) to share with other participants





PARTICIPANTS

- Be engaged virtually (this may take some getting used to)!
- Be astute – note likely to see body language
- More than one participant from your office – go to a meeting room, don't stay at your desk
- Use the chat feature for meeting-related subjects only
- Alert the chat box monitor (host) if you have questions or comments
- Use your camera for smaller meetings



BEST MANAGEMENT PRACTICES

Log in early to trouble shoot

- Make sure the meeting starts on time by logging in early

Build virtual tr

Virtual Collaboration Action Plan Agenda

Listen and resp
concerns

Wednesday, June 11, 2014
11:00 am - 12:00 pm

Be professional

Create team ru

TELECONFERENCE:	WEBINAR:
Call in: 1 (877) 336-1836	www.teleconference.att.com/ servlet/AWMlogin
Access code: 6192233	Number: 8773361836
Security code: 1234	Code: 6192233

Use centralized

Mute phones

Phone etiquett

Send out agen

Meeting notes

- Take good notes
- Send them out promptly

and trainings

binar using



- Home
- Using this Site
- Virtual Collaboration Tools and Applications
- Best Practices
- Tips and Tricks
- Easy to Use User Guides for VC Applications and Tools
- Virtual Collaboration Online Training
- SharePoint District Project Sites
- Virtual Collaboration Action Plan (VCAP)
- Discussions
- Discussion Board
- SPD's FY13 RLDP Class

- Recycle Bin
- All Site Content

Virtual Collaboration Toolbox

Welcome to the Virtual Collaboration Toolbox!!! This site includes [applications and tools](#) for successfully collaborating in a virtual setting with members of the SPD workforce within other districts and field offices, [best practices](#) for successful virtual collaboration, [tips and tricks](#) for using virtual collaboration tools and applications, [easy to use user guides](#) for tools and applications, and links to online [training courses](#).

To get started, click on 'using this site' in the library located on the left side of this page. It will provide you with all the information you need to easily navigate this toolbox.

This toolbox is brought to you by SPD's FY13 Regional Leadership Development Program (RLDP) class. It was developed as part of the FY13 RLDP's class project - Virtual Collaboration Action Plan (VCAP).

We welcome your [suggestions](#) and encourage you to use our [discussion board](#) and read [SPD workforce discussions](#), [suggestions](#), and [success stories](#) regarding virtual collaboration.

Let your colleagues know about this page!!!

<https://team.usace.army.mil/sites/SPD/PDT/vct/vctoolbox/default.aspx>



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CONCLUSIONS

- Many tools exist for virtual collaboration and are already ACE-IT approved
- Not a question of *if* USACE will switch to virtual collaboration but *when*
- Lots of interest from districts; generally supportive
 - Need to specify virtual collaboration needs for each district
- Marketing, training and leadership support of virtual collaboration tools and processes are key!
 - Leadership support is imperative to ensure success
 - Best promotion and training is lateral (among employees)
- ***National interest in the VCAP project (Communications CoP)***



A hand is shown with a world map pattern overlaid on it. The map is colorful, with various shades of blue, green, yellow, orange, and red representing different continents and countries. The hand is positioned with the palm facing forward, and the fingers are slightly spread. The background is a plain, light gray color.

VIRTUAL COLLABORATION

IS

EASY

Essayons!!!

