**Group Process Questionnaire**

**Your Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Your Group \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**A. Please assess your group’s work process (high, medium, low) by highlighting the appropriate number for each question.**

|  |  |  |  |
| --- | --- | --- | --- |
| **QUESTION** | **High**  **Rating** | **Mid-Level**  **Rating** | **Low**  **Rating** |
| 1. Within your group, characterize the distribution of work among your group members? | Equal  5 | 3 | Unequal  1 |
| 2. How much have your skills and/or capabilities increased as a result of participation in your group? | Significantly  5 | 3 | Not at all  1 |
| 3. How would you characterize the clarity of your group’s agenda or work plan? | Very Clear  5 | 3 | Not Clear  1 |
| 4. How effective was your group’s work? | Very Effective  5 | 3 | Not Effective  1 |
| 5. How would you rate your group’s communication? | Excellent  5 | 3 | Poor  1 |
| 6. How supportive were your peer group members? | Highly Supportive  5 | 3 | Not Supportive  1 |

**B. List each of your group members, and name each one’s greatest contribution to your project and rate its impact on your final product(include yourself).**

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| --- | --- | --- |
| **MEMBER NAME** | **GREATEST**  **CONTRIBUTION** | **IMPACT ON**  **FINAL PRODUCT** |
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**C. Describe your group’s work process, e.g.:**

* What was your primary mode of communication? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* How well did it work?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* How did you plan? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* How did you determine a timetable? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* How did you allocate the tasks? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* What kinds of quality controls did you employ? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* What part of your work plan was most effective? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* What part of your work plan was least effective? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* What would you do differently if you had to do a similar project? \_\_\_\_\_\_\_\_\_\_\_\_\_

**D. Percentage contribution: List each group member (including yourself) and give your estimate of what percentage of the work each member did (all percentages must sum to 100%)**

|  |  |  |
| --- | --- | --- |
| **NAME** | **%** | **COMMENT** |
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|  |  |  |
|  |  |  |

**= 100%**