



# Activity Design

Resource Acquisition Motivating factors: access to expertise; administrative support, trainee workforce, scientific materials, funds, and a division of labor can be major motivating factors for one to engage in team science.

The activities related to the Resource Acquisition domain of the MATRICx were designed to be used with teams over time to help you explore motivational factors within teams that can lead to satisfaction of individual needs. We have adapted Maslow’s Hierarchy of Needs framework to ground our activity designs.

## Framing

The diagram below shows the MATRICx Resource Acquisition domain and the questions that we address in each activity starting with basic needs (Physiological) and moving toward self-actualization (see diagram below).



1: Maslow's Hierarchy of Needs with Activity Questions aligned to the Resource Acquisition Domain of the MATRICx



## Sequencing

The sequence of the five activities begins with an individual inventory activity and ends with a team actioning activity (see diagram below). The activities build off of each other to enable those participating to explore and make explicit their resource needs.

**Physiological: What are my resource needs?**

1. Individual Inventory Activity (Page 3)

**Safety: What are 'enough' resources?**

2. Team Inventory Activity (Page 5)

**Belonging: What resources will make me feel supported?**

3. Connecting Activity (Page 7)

**Esteem: What resources will lead to recognition and reward?**

4. Individual Actioning Activity (Page 9)

**Self-actualization: What resources will allow me to become what I desire?**

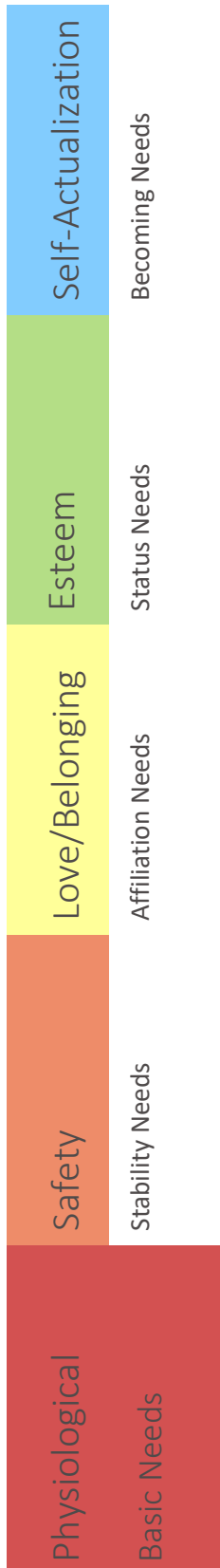
5. Team Actioning Activity (Page 12)

*2. Maslow's Hierarchy of Needs with Activity Type for the Resource Acquisition Domain of the MATRICx*

Because the activities are meant to take place over time, consider the following ways of using the activities:

- Prep-work for team meeting
- During team meetings
- Non-traditional meetings such as retreats and symposia
- As a pre-teaming activity
- At the onset of a team's interactions

**NOTE:** THESE ACTIVITIES ARE DESIGNED SIMILARLY TO LESSON PLANS. IF YOU ARE PLANNING TO USE THESE WITH YOUR TEAM, WE ENCOURAGE YOU TO TAKE SOME TIME AND REVIEW THEM FIRST. CONSIDER HOW YOU MIGHT WANT TO ADJUST THEM TO FIT YOUR OWN CONTEXT AND MAKE THOSE ADJUSTMENTS. THINK OF THESE ACTIVITIES AS YOUR STARTING POINT.



## 1. Individual Inventory Activity: *What are my resource needs?*

*Note: You may choose to have team members complete this activity on their own if you have limited time and want to ensure that you complete the second activity: What are enough resources? with your team.*

### Description:

This activity engages team members in identifying resources that they feel are needed for their team project to be successful. Examples of resources may include, but are not limited to, access to expertise, administrative support, materials, funds, training opportunities, etc.

### Objective:

To recognize one's own resource needs in relation to a given project.

### Participants:

Up to 10 per team

### Room Setup:

A large square or round table to accommodate all team members

### Participant Materials:

Worksheet: My Resource Needs

### Time:

15 minutes

### Flow:

1. Set up the room; either as a large square or round table to accommodate all team members.
2. Explain to the team members the purpose of the activity in relation to your context and share the activity objective.

*Note: You might want to highlight that this activity is the beginning of an inventory of needs. Indicate that this activity will be followed by other activities to enable the team to address resource needs for each team member and the team as a whole.*

3. Hand out the Worksheet: My Resource Needs and highlight that this worksheet includes three key questions:
  - a. What are **my** resource needs in relation to the team project?
  - b. What resources do I already have to contribute to the team project?
  - c. What other resources do I need to strengthen the team project?
4. Ask the team members to take about 5 mins. to answer each question in relation to the team project.

*Note: Explain to the team members that the following activity (What are enough resources?) will build on where you are leaving off and that each team member will use their completed worksheet*



## Worksheet: My Resource Needs

What are **my** resource needs in relation to the team project?

What resources do I already have to contribute to the team project?

What other resources do I need to strengthen the team project?



## 2. Team Inventory Activity: *What are 'enough' resources?*

### Description:

This activity engages team members in identifying the needed resources for their team project to be successful. Examples of resources may include, but are not limited to, access to expertise, administrative support, materials, funds, training opportunities, etc.

### Objective:

To confirm the resources needed to support a given team project.

### Participants:

Up to 10 per team

### Room Setup:

1. A large square or round table to accommodate all team members
2. Wall space to allow for sharing of post-it notes or a board

### Participant Materials:

3. Post-it notes (yellow, green, blue, and pink)
4. Black ink, thin-tipped permanent markers (min. one for each team member)
5. Completed Worksheet: My Resource Needs (each participant brings it with them)

### Time:

45-60 minutes

### Flow:

6. Set up the room and ensure that you have:
  - a. post-it notes and markers for each team member
  - b. wall/board with the following questions written as headings
    - i. What are **my** resource needs in relation to the team project?
    - ii. What resources do I already have to contribute to the team project?
    - iii. What other resources do I need to strengthen the team project?

*Note: Each team member should also have their completed Worksheet: My Resource Needs with them.*

7. Explain to the team members the purpose of the activity in relation to your context and share the activity objective.

*Note: You might want to highlight that this activity is the second activity in a series of activities that aim to support the development of the team's inventory of resource needs. Indicate that this activity will be followed by other activities to enable the team to address resource needs for each team member and the team as a whole.*



8. Ask the team members to review the answers to the three resource needs questions they wrote down on the Worksheet: My Resource Needs (previous activity).
  - a. Ask them to select up to three items from their responses to each question to share with their peers.
  - b. Ask them to write their selected responses on the same color post-it that is used by the questions. A single item per post-it note.
    - i. Yellow post-it for the question: What are **my** resource needs in relation to the team project?
    - i. Green post-it for the question: What resources do I already have to contribute to the team project?
    - ii. Blue post-it for the question: What other resources do I need to strengthen the team project?

9. Once they all finish filling out their post-it notes, ask them to place them on the wall/board under each question.

*Note: As the team members post their individual post-it notes under each question, start noting down any items that repeat so that you can guide them through clustering of similar needs and identifying distinct ones.*

10. Facilitate an open discussion with the team members by asking: Which needs seem to be similar?
  - a. Begin with the first question and move the post-it notes that describe similar needs closer together.
  - b. Once the team members confirm that their agreement with the clustering of needs for the first question, move on to the next question and follow the same steps.

*Note: Do not jump around from one question to another. Tackle each question separately.*

11. After the clustering of needs for each question, ask team members to reflect on the post-it notes for the third question: What resources do I need?
  - a. Ask the team members: "Have we identified *enough* needed resources for the project to be a success?"
  - b. Use pink post-it notes to note any additional resources from the team members.
  - c. Confirm that the list now includes all needed resources.

12. Explain to the team members that the next activity: What resources will make me feel supported? will begin where this is leaving off.

*Note: Document/capture the wall of post-its. You may take a picture of all the post-it notes under each question or use a computer to type out the results of this effort. If you plan to continue directly into the third activity, then leave everything on the wall.*



Self-Actualization	Becoming Needs	<h3>3. Connecting Activity: <i>What resources will make me feel supported?</i></h3> <p><b>Description:</b> This activity engages team members in reflection as to whether the identified needed resources for a team project also ensure that individual members' needs are supported. Examples of resources may include, but are not limited to, access to expertise, administrative support, materials, funds, training opportunities, etc.</p> <p><b>Objective:</b> To determine whether the resources needed for a given project meet one's own individual resource support needs.</p> <p><b>Participants:</b> Up to 10 per team</p> <p><b>Room Setup:</b> A large square or round table to accommodate all team members</p> <p><b>Participant Materials:</b></p> <ul style="list-style-type: none"> <li>• Completed Worksheet: My Resource Needs</li> <li>• List of Needed Resources identified in the second activity: What are enough resources?</li> </ul> <p><b>Time:</b> 30 minutes</p> <p><b>Flow:</b></p> <ol style="list-style-type: none"> <li>1. Explain to the team members the purpose of the activity in relation to your context and share the activity objective.</li> </ol> <p><i>Note: You might want to highlight that this activity is the third activity in a series of activities that aim to support the development of the team's inventory of resource needs. Indicate that this activity will be followed by action planning activities to enable the team to address resource needs for each team member and the team as a whole.</i></p> <ol style="list-style-type: none"> <li>2. Ask the team members to review the needed resources list in relation to their own Worksheet: My resource needs and confirm whether these align with what the team identified as 'enough' resources.</li> <li>3. Ask the team members to add to the 'enough' resources needs list, if they feel that the resources on the list are not enough to make them feel support in making the project a success.</li> <li>4. Then, ask the team members to identify the <b>most</b> important of the resources by voting.</li> </ol> <p><i>Note: The voting can happen in different ways depending on the resources available to you and whether this activity is taking place immediately after the second activity: are there enough resources?</i></p>
Esteem	Status Needs	
Love/Belonging	Affiliation Needs	
Safety	Stability Needs	
Physiological	Basic Needs	



5. Discuss the votes as a group. Enable reflection by pointing out whether there are any resources that received more votes, etc. Ask team members to share the reasons for their own preference.
  - a. As team members share, use a flip chart to capture these reasons.
  - b. Summarize the reasons that emerge after the discussion.
6. Explain to the team members that the next activity: What resources will lead to recognition and reward? will begin where this is leaving off.

Love/Belonging

Affiliation Needs





Self-Actualization	Becoming Needs
Esteem	Status Needs
Love/Belonging	Affiliation Needs
Safety	Stability Needs
Physiological	Basic Needs

#### 4. Individual Actioning Activity: *What resources will lead to recognition and reward?*

*Note: You may choose to have team members complete this activity on their own, if you have limited time. This activity is preparing them for the last activity in the series.*

**Description:**

This activity engages team members in identifying how the needed resources for a team project will ensure that individual members’ recognition and rewards needs could be attained. In addition, team members also consider how the overall team could be recognized and rewarded. Examples of resources may include, but are not limited to, access to expertise, administrative support, materials, funds, training opportunities, etc.

**Objective:**

To identify the connection between needed resources and one’s own recognition and reward needs in conjunction with the team’s potential recognition and reward.

**Participants:**

Up to 10 per team

**Room Setup:**

A large square or round table to accommodate all team members

**Participant Materials:**

- List of confirmed Needed Resources identified in the third activity: What resources will make me feel supported?
- Worksheet: Recognition & Rewards Needs

**Time:**

30 minutes

**Flow:**

1. Explain to the team members the purpose of the activity in relation to your context and share the activity objective.

*Note: You might want to highlight that this activity is the fourth activity in a series of activities that aim to support the development of the team’s inventory of resource needs. Indicate that this activity begins the process of connecting resource needs to recognition and reward needs and will be followed by one final activity. This activity and the next one conclude the Resource Acquisition activity series that were designed to enable the team to address resource needs for each team member and the team as a whole.*

2. Share with the team members the list of Needed Resources that were confirmed by all team members in the third activity.



3. Hand out the Worksheet: Recognition & Reward Needs and go over the example on the first row of the worksheet. Feel free to bring up additional examples based on your context.
4. Ask team members to list in the first column the Needed Resources and to complete the two additional columns for each resource.
5. Explain to the team members that the next activity: What resources will allow me to become what I designer? will begin where this is leaving off.

Esteem

Status Needs



Worksheet: Recognition & Rewards Needs | *Status Needs*

<b>Resource Need</b>	<b>Having this resource will...</b>	<b>Having this resource will also help the team to...</b>
Example: Administration Support	free me up to spend more time on my own research.	spend more meeting time on project activities.

Self-Actualization	Becoming Needs
Esteem	Status Needs
Love/Belonging	Affiliation Needs
Safety	Stability Needs
Physiological	Basic Needs

## 6. Team Actioning Activity: *What resources will allow me to become what I desire?*

### Description:

This activity engages team members in recognizing the needed resources that will enable them to achieve something beyond what they are currently doing. This activity reinforces the reasons of why individuals choose to collaborate. Examples of resources may include, but are not limited to, access to expertise, administrative support, materials, funds, training opportunities, etc.

### Objective:

To recognize what one can gain from a collaboration on a team.

### Participants:

Up to 10 per team

### Room Setup:

- A large square or round table to accommodate all team members
- Flip chart
- Markers

### Participant Materials:

Completed Worksheet: Recognition & Reward Needs

### Time:

30 minutes

### Flow:

1. Ensure that you have a flip chart page for each Needed Resource divided into two columns similar to the Recognition & Reward Needs worksheet.

<b>Having this resource will...</b>	<b>Having this resource will also help the team to...</b>
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2. Explain to the team members the purpose of the activity in relation to your context and share the activity objective.

*Note: You might want to highlight that this activity is the final activity in a series of activities that aim to support the development of the team's inventory of resource needs.*

3. Ask team members review their completed Worksheet: Recognition & Reward Needs and to write on each of the flip chart pages their own responses. Let them know that if another team member has a similar response to go ahead and put an asterisk next to the one that is similar.
4. Ask them to move through the flip charts clockwise.



Self-Actualization

Becoming Needs

5. Once they finish adding to the flip chart pages, ask them to reflect on the contributions by the team members. For debrief, point to the ones that seem to overlap and highlight that the key reason for surfacing these resource needs in relation to recognition and reward needs is to enable each team member to reach their own desired goals.
6. Ask each team member to take a few minutes and complete the following:
  - Having access to these resources as part of this team allows me to \_\_\_\_\_ that I couldn't do before.
  - It fulfills my desire to become\_\_\_\_\_.
7. In a round-robin fashion ask each team member to share.



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YOUR NOTES