

Types of Group Work: A Decision Matrix

Bill Harris

Facilitated Systems

<http://facilitatedsystems.com>

September 9, 2000

Types of group work

	Synchronous	Asynchronous
Collocated	Live meetings	“War rooms”
Distributed	NetMeeting Webcasts Text chat Phone Videoconferences	Web discussions Mailing lists Email Document sharing

A decision-making matrix

	Synchronous	Asynchronous
Collocated	Results in hours or less Limited info transfer rate Everyone already together Non-technical audience Joint physical activity	Massive physical material People not available simultaneously Complex issues
Distributed	Results in hours or less Limited info transfer rate People distributed	Complex issues Multiple, parallel issues Maximize group throughput Lowered costs Time zone issues Group work without interruptions