Unit 23

True/False
Indicate whether the statement is true or false.

_____ 1. The storming stage of team development represents the stage in which personalities begin to mesh and in which there is no conflict.

_____ 2. Planning represents the stage during which conflicts are resolved and plans are initiated.

_____ 3. A team charter is specifically created to identify a team's goals, values, and approach to the project.

_____ 4. The purpose of team-building activities is to build team spirit and reduce conflict.

_____ 5. Majority rule requires all of the members to agree all the time.

_____ 6. Collaborative tools are one way in which technology has had an impact on business.

_____ 7. Within a multimedia development team, the Project Manager, must define and coordinate not only the multimedia team, but also the team's projects.

_____ 8. The multimedia agent decides exactly how different multimedia elements within a project will interact with one another and the end-users.

_____ 9. A computer systems specialist is responsible for establishing a set of guidelines against which he or she will measure each multimedia project.

_____ 10. Before starting a multimedia development project, you must first form a team by gathering members that possess all required skill sets.

_____ 11. The producer on a multimedia development team is responsible for the overall execution of the multimedia project.

_____ 12. A computer systems specialist ensures that the final multimedia product is user-friendly and functional.

Multiple Choice
Identify the choice that best completes the statement or answers the question.

_____ 1. All of the following are one of the four stages of team development EXCEPT:
a. Storming   c. Planning
b. Forming   d. Performing

_____ 2. Team members meet one another and begin to form ideas about what their roles within the project might be in the _____ stage of team development.
a. planning   c. staging
b. forming   d. storming

____ 3. In the _____ stage of team development, conflict may arise as each member begins to provide his or her own opinion of the project.
    a. storming   c. forming
    b. norming   d. performing

____ 4. In the _____ stage of team development, team members have a clear idea of what needs to be done in the project and why.
    a. storming   c. norming
    b. focusing   d. performing

____ 5. _____ within a team is essential to the success of the organization.
    a. Division of labor   c. Division of responsibility
    b. Communication   d. Hierarchy

____ 6. _____ requires that everyone or nearly everyone agrees with the final decision.
    a. Majority rule   c. Team building activities
    b. Consensus building   d. Role Playing

____ 7. _____ provides a common resource where team members can share ideas, announcements, documents, and more.
    a. Collaborative Commons   c. Creative Commons
    b. Microsoft PowerPoint   d. Microsoft SharePoint

____ 8. The role of the _____ is to provide the team with a clearly defined project.
    a. team leader   c. client
    b. producer   d. art designer

____ 9. The _____ is responsible for the overall production of the multimedia project.
    a. Producer   c. Team Leader
    b. Designer   d. Client

____ 10. All of the following are roles of the Media Specialist EXCEPT:
    a. Graphic artist   c. Videographer
    b. Audio specialist   d. Technician

____ 11. A_____ ensures that the end project is user friendly and functional.
    a. Producer   c. Technologist
    b. Computer Systems Specialist   d. Quality Assurance Analyst

____ 12. Once a set of guidelines has been established, the _____ must check each and every aspect of the project to ensure all standards listed within the guidelines have been met.
    a. Multimedia Design Specialist   c. Producer
    b. Computer Systems Specialist   d. Quality Assurance Analyst

Short Answer

1. Describe some of the communication problems within a team and issues that can cause hich can lead to issues with the successful project completion.