



# Group skills and project planning

This sheet will help you understand the diverse skills and interests within your team, identify areas for development, and begin to align your collective strengths towards a collaborative project.

## Section 1: Existing Skills Inventory

Please rate your comfort level (1 = Novice, 3 = Competent, 5 = Highly Proficient) with the following skills and methods categories, and provide specific examples or areas of expertise where applicable. Consider any previous academic work, professional experience, or personal projects.

### A. Research Methods Categories:

Skill/Method Category	Rating (1-5)	Specific Examples/Areas of Expertise
<b>Data Collection</b>		(e.g., surveys, interviews, ethnography, archival research, web scraping, sensor data, experimental design, field recording)
<b>Data Analysis</b>		(e.g., quantitative analysis (statistics, data modelling), qualitative analysis (thematic analysis, discourse analysis), mixed methods analysis, data visualisation, statistical software (R, SPSS), qualitative software (NVivo, ATLAS.ti))
<b>Creative Practice</b>		(e.g., artistic research, performance, design, filmmaking, creative writing, digital media production, sound art, curation, practice-based research methodologies)
<b>Cultural Analysis</b>		(e.g., semiotics, discourse analysis, textual analysis, critical theory, cultural studies, media studies, postcolonial studies, feminist critique)

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## B. General Academic and Project Management Skills:

Skill Category	Rating (1-5)	Specific Examples/Tools Used
<b>Academic Writing</b>		(e.g., essay writing, report writing, literature reviews, referencing styles (e.g., APA, Chicago))
<b>Critical Thinking and Analysis</b>		(e.g., evaluating sources, identifying biases, synthesising complex information, problem-solving)
<b>Literature Review and Synthesis</b>		(e.g., searching databases, organising readings, synthesising arguments from multiple sources)
<b>Presentation Skills</b>		(e.g., public speaking, visual aid creation, engaging audiences, hybrid presentation experience)
<b>Project Management and Organisation</b>		(e.g., task delegation, time management, setting deadlines, using project management tools (e.g., Trello, Asana, shared calendars))
<b>Teamwork and Collaboration</b>		(e.g., conflict resolution, active listening, facilitating discussions, peer feedback, shared document platforms)
<b>Digital Literacy</b>		(e.g., proficiency with specific software, online collaboration tools, data security, digital ethics)
<b>Independent Research</b>		(e.g., self-directed learning, taking initiative, problem-solving independently)

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## Section 2: Skills and Methods Training Needs/Interests

- **Identified Gaps:**
  - Based on the skills inventory above, what specific skills or methods do you feel you (or the group collectively) need to strengthen for an interdisciplinary research project?
  - (e.g., "I want to learn more about quantitative data analysis," or "Our group needs to develop skills in visual storytelling.")
- **Areas of Interest for Training:**
  - Are there any particular research methods or analytical approaches you are keen to learn about or receive training in during this course?
- **Existing Knowledge/Experience:**
  - Do you have any existing knowledge or experience in delivering training or sharing expertise in any of the above areas?
- **Preferred Learning Styles:**
  - How do you best learn new skills? (e.g., hands-on workshops, online tutorials, reading, peer-to-peer, one-on-one guidance)

## Section 3: Group Dynamics and Expectations

- **Working Styles:**
  - What are your preferred working styles within a group? (e.g., structured meetings, flexible communication, clear role assignment, informal check-ins)
- **Communication Preferences:**
  - How do you prefer to communicate within the group? (e.g., email, messaging apps, video calls, in-person meetings)
- **Expectations for Supervision:**
  - What are your initial expectations for how your supervisor can best support your group throughout the project? (e.g., regular check-ins, feedback on drafts, guidance on methods, troubleshooting group issues)
- **Availability/Commitments:**
  - Are there any significant external commitments or availability constraints that the group and supervisor should be aware of when planning meetings and deadlines?

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