Zhao

Enhancing decision making

 Decision making refers to the process through which a person identifies and chooses alternatives basing their argument on the belief, values, and preferences. Right Decision in businesses leads to the increased success of the business. In each company, there exists different levels, the operational managerial and executive levels, in which every level makes different types of decisions. The different decisions include the following.

The fundamental decision made in the operational level forms the first type of decision made in a company. The operational level of the company makes decisions following some predetermined steps. These decisions, known as the structural division of the company. According to Webster,(2012), this type of decision involves very minimum or at times no judgment at all as it involves following an already set procedure.

Unstructured decision forms the second type of decision made by each company. According to Martin, (2012) this type of decision by the executive level involves less or no steps followed in achieving a solution. In this type, the unavailability of information that may affect the solution makes it possible for the executive team to reach the optimal goal without following specific steps. Several factors affect the unstructured decisions. These factors include creativity which helps the team to come up with many possible means of achieving a solution, and evaluation which helps the members of the respective level to evaluate and assess a situation to help them make the right judgment in handling a specific task.

The third type of decision, the semi-structured decision. The managerial team makes the semi-structured decision following some set steps and also in this type, assessment and evaluation help in achieving a solution. The managerial team combines the features of both structural and unstructured decisions. They evaluate data provided and make decisions on some aspects of where to create or expand their market plan.

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Shawn

Enhancing Decision Making

     The video described the three different types of decision structures that individuals or groups will encounter in business and the decision levels in which they are generally determined. At about 1 minute into the video, Katy states that their textbook explains the importance of good decision making by referencing the fact that a small manufacturing company can increase their revenue by $6 million a year through good decision making. I appreciate how they used an example that can quantify good decision making. A structured decision is one in which there is an accepted and understood method to use to make the decision. This is generally an operational decision that supports basic day to day activities. A semi-structured decision is one that has elements of both unstructured and structured decisions. There can be some predetermined steps to follow to make the decision but the decision still requires some judgement and analysis. A semi-structured decision is usually conducted at the managerial level. Unstructured decisions are those to which there is no agreed upon decision making method and are characterized by uncertainty. These types of decisions are most likely to be made at the strategic level and involve executive input.   
     Looking at the different types of decisions, it becomes apparent that the more unstructured a decision, the more it requires usage of the four non-routine cognitive skills listed in chapter 1 of our text. An unstructured decision will most likely involve the use of abstract reasoning, systems thinking, collaboration and experimentation. This is another example as to why these skills are so important to develop in the future job market. Different levels of decision making also may require different decision making styles. An operational level decision is more apt to require a decisive decision maker, since operational decisions are more likely to be time sensitive or involve health and safety decisions (Ezenwa, 2016). Strategic level decision are more likely to involve a decision maker who uses an integrative style, able to handle multiple elements with lots of input, capable of cultivating a wider perspective of the situation and is flexible throughout the decision making process (Ezenwa, 2016).

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Linan

**Two Key Characteristics of Collaboration**

In a group, work collaboration refers to the teaching and learning methods a group uses together to explore on the project they are undertaking whereas cooperation relates to the grouping of people according to their specified activities and responsibilities. Collaboration is characterized by integrating all the group members together to which creates a sense of teamwork by making the members realize that they are to work together to succeed (Elliott, 2016). This helps them to learn from each other experience and improve on team performances. It as well a way of developing a suitable communication line since every member of the group will be aware of the group proceeding since the collaboration is meant to create a horizontal kind of leadership where since the leaders focus directly to the group and not to the hierarchical structure for communication.

 Group thinking can be avoided by holding brainstorming sessions where every member airs their views on an issue to be addressed by the team in a random manner giving room to sharing of different opinions and ideas. Involving experts in the area of discussion also help in overpowering the group members’ view by moderating and guiding on what is right when the members have conflicting views (Elliott, 2016).

**Criteria for Successful Collaboration**

The three criteria for successful collaboration are which includes successful outcome, team growth capability and also meaningful and satisfying experience. A successful outcome will be attained by achieving the set goals within the timeline and within the set budget (Kuhn, 2015).  The team growth capability ensures the group longevity and the ability of the group to complete the task faster and on the set pace.  Meaningful and satisfying collaborative experience can be achieved when the group is recognized and complimented for the work well done and also when there is a show of unity and cohesion within the team.

**Primary Purposes of Collaboration**

There are four primary purposes of collaboration. First, becoming informed where the primary goal is to ensure that the team members receive the information passed the same way as a way of minimizing understanding later in the teamwork process. Second, is making decisions which depend on whether the decision is formed in a structured or non-structured manner (Kuhn, 2015). However, this affects the three decision-making levels which are operational, the managerial and the strategic decisions. The third one is solving a problem which depends on the outcome of different views from different people. The collaboration system help in pulling together diverse talents and strengths from various people in the group, helping the group members attain more skills by learning from each other as well as establishing a way of finding quick solutions to a problem since there are multiple contributions of ideas (Kuhn, 2015).

**The Requirements for a Collaboration Information System**

A collaboration information system consists of five components which includes, hardware which involves the tools and data used, data which are the documents used for feedback process, procedures which involves the processes, standards or the methods used by a group to review data and provide feedback and lastly, the people are vital since they are the ones to give views and receive feedbacks. The primary requirement for any collaboration is the project data which is the document that describes the solution or the conclusion of the project. There is also the project metadata which is the data that is used to manage the full collaboration which includes the project, schedules, tasks to be carried, estimated budget, as well as any other managerial data.

**How to Use Collaboration Tools to Improve Team Communication**

Team communication is vital in collaboration project since it assists give views. Communication is crucial since it is essential in managing content, group tasks and developing an effective in promoting a communication system (Kuhn, 2015). There are two ways to communicate within a team. One of them is synchronous communication which is involved when all the group members meet at the same time which can be done through either through conference calls or video conferencing as collaborative tools. The second one is asynchronous where the team members do not meet at the same time or same location and hence does not have immediate feedback.

**How to Use Collaboration Tools to Manage Shared Content**

To receive feedbacks, team members need to share their views through specific tools or applications connected to the group data. This can be done through email attachments which as well as limitations in case a group member does not receive the email or whoever is sending do not attach the right attachment when sending an email. There is also use of file servers which is accessible to all the team members, but it is too risky because it does not have control and a member can interfere with another person work.

**How to Use Collaboration Tools to Manage Tasks**

Managing tasks is vital in any team process to ensure that every group meeting at the ends has an updated list of functions.  A task should be specific and precise for all the team members to understand. There are pro and cons of using a spreadsheet and Microsoft SharePoint for managerial tasks. Some of the advantages are that almost everyone has them, they are simple to use, and they are also standardized in their features (O'Flaherty & Phillips, 2015). However, there are some disadvantages which include lack of data security, and everyone can duplicate or edit a document, they are also hard to control version hence tricky to identify the owner of a record.

**The Right Collaboration IS For My Team**

There are three collaboration tools. One of them is the minimal collaboration tool which depends very little on software. This one does not have an audio or video. For example emails and text messages. The second one is the excellent collaboration tool which involves video and audio conferencing and still supports files such as Skype. The third one is the comprehensive collaboration toolset which is the most appropriate of the three since it consists of version and management control, workflow control as well as online sharing options (O'Flaherty & Phillips, 2015).

**2027**

Free data and data storage will have a more significant impact on cooperation since it is likely to increase the use of comprehensive collaboration toolset (O'Flaherty & Phillips, 2015). Face to face meeting is expensive both in time and cost since the employees will spend time in the conference instead of attending to their regular duty hence they will be paid for doing what they are not employed to do.

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**Carol**

**Collaboration 2027**

**Describe the impact that free data storage and data communications have on collaboration systems.**

Free data storage and data communication will have a positive impact on collaboration systems because members are working together to achieve a common goal via the process of feedback and iteration. Even when they are not in the same space, they can easily exchange ideas and make changes at a higher rate than they would normally. This will allow collaboration to be done cheaper, faster, and easier. Andrew Hill wrote that increased computing power and more open access to dynamic databases have highlighted the importance of billions of small points of information when analyzed as a whole (Hill, 2016).

Our textbook states that free data communications and data storage will also make face-to-face physical meetings rare. Free data communications and data storage would allow businesses of all sizes to expand their networks without having to open new locations. Small and mid-size business are utilizing the latest collaboration technology to expand their business without expanding their costs. Distributed teams have more ways than ever to communicate and collaborate in real time.  They can use the cloud, CRM’s and smart machines to perform tasks and collaborate.

**Explain why F2F meetings are expensive in both cost and time**.

Face to face meetings, in today’s society, are difficult to arrange and seldom worth the trouble. The cost of having remote employees travel for in-person meetings can be astronomical and impact heavily on their stress and well-being. The cost encompass more than just airfare, hotel, and meals that appear on the typical expense report. The price of traveling to meeting after meeting is also paid in cost of lost productivity, wasted time, unattended-to work at the  office, and time away from home and family-not to mention the stress and frustration involved with travel itself (Parker, 2018).

**Explain why mixed-reality workspaces might be desirable.**

Mixed-reality is the combination of the real physical world with interactive virtual images or objects. Pete Sena reported that mixed reality has the potential to allow a global workforce of remote teams to work together and tackle an organization’s business challenges (Sena, 2016). It would allow for improved collaboration. No matter where the members are physically located, an employee can strap on their headset and noise-canceling headphones and enter a collaborative, virtual environment. Language barriers will fade away as AR applications are able to accurately translate in real time. It also would mean a more flexible workforce. There has been evidence that employees are more productive if they have greater independence over where, when and how they work.

**Describe how holoportation may change collaboration**.

Holoportation is Microsofts new type of 3D capture technology that allows high quality 3D models of people to be reconstructed, compressed, and transmitted anywhere in the world in real-time (Foley, 2016). Holoportation makes communicating and interacting with remote users as natural an action as communication face to face. Users can see and interact with other remote users as if they are actually present in the same physical space. This would mean never having to leave your home to attend a meeting.

**Summarize the ways collaboration systems reduce the costs and difficulties of international business.**

Collaboration systems reduce the costs and difficulties of international business by eliminating the cost of air travel. And forget about the language barrier. With the introduction of AR incorporated, translations could take place real-time. No need to hire an interpreter. And with the use of such systems as holoportation, a person can interact or collaborate with another person from a different country. We could one day be collaborating with non-humans. Watson, IBM’s artificial intelligence system is one example (Kroenke & Boyle, 2018) .

**Explain how collaboration systems are changing the scope of workers with whom you will compete**.

If in 2027, teams meet virtually most of the time, and it does not matter where the teams are located, the projects could involve the best workers worldwide. The smartest, most talented knowledge workers will compete for jobs around the world. We could also be competing with nonhumans as well. Just as Rosie the riveter lost her job to machines, so could be our fate in the future. It is important that we prepare ourselves for global opportunities so that we can live where we want to live and work around the world—from home.

**Describe the benefits of collaborating with an AI**.

Artificial Intelligence has the potential to transform our society through better decision-making and improvements to the human condition. Businesses should embrace this new technology as they look to develop their experiences, upskill their workforce, and transform the user experience. Rather than replacing the workforce, some business applications have helped free up valuable time for workers to become more creative and focus on innovative and higher value activities (Rossi, 2017).

~~Beth Sasser

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