The Flow System – Taskwork and Estimation Master Course (TS-M2)

Syllabus

Description of Course

The Taskwork and Estimation (TS-M2) master's course is a continuation of the content learned in the Team Science Advanced Course (TS-A1). This course provides a deep dive into the content and literature related to taskwork skills, team coordination skills around a team's taskwork activities, and team training for effective task completion.

Duration of Training

The Taskwork and Estimation (TS-M2) master's course requires 16 hours of training and can be taken as a two-day in-person training session, an online live virtual class, or as an asynchronous self-paced online training using The Flow System's learning management system (LMS). This course can be taught publicly or privately to any organization.

Participants must complete the training before receiving a code allowing them to take the Taskwork and Estimation (TS-M2) assessment for accreditation. The fee for the assessment is included in the course fee for training attendees.

At the master's level, participants will demonstrate an ability to apply the new knowledge and complete an online assessment. The master's level courses' application portion will be reviewed by peers and industry experts in their chosen field.

Participants who attend the training will have two attempts at the Taskwork and Estimation (TS-M2) assessment. Participants who wish to forgo the training and jump straight to the assessment may do so but must first buy a code and will only have one attempt as opposed to two for people taking the training. You can buy a code below by clicking 'Take Assessment.'

Objectives of Course

This course is a master's course that continues to build on the material learned

from both the Foundations (FS-1) and the Team Science Advanced (TS-A1) courses. As a mastery level course, participants will be required to envision applying the material covered in the course to their place of work. After successfully completing this course participants should be able to:

- Differentiate between teamwork and taskwork
- Define taskwork
- Describe how task context is critical to team success
- Describe taskwork activities/functions (activity structure)
    - Orientation
    - Resource Distribution
    - Timing
    - Response Coordination
    - Motivation
    - Systems Monitoring
    - Procedures Maintenance
- Explain how taskwork operates for synchronous and asynchronous task activities
- Describe the different types of task interdependence
    - Pooled interdependence
    - Sequential interdependence
    - Reciprocal Interdependence
    - Team interdependence
- Explain the role that independent and interdependent taskwork has in supporting teamwork
- Explain how taskwork influences team composition and team structure
- Describe team evaluation considerations
    - Purpose of measurement
    - Measurement content
    - Location of measurement
    - Frequency of measurement
- Describe different estimation techniques

Outline of Course

- Introductions
- Overview (TFS, Customer 1st, Team Science)
- Teamwork -vs- Taskwork
- Taskwork Activities/Functions
- Independent and interdependent taskwork
- Task Interdependence

- Taskwork, Team Composition, and Team Structure
- Team
- Team Evaluation
- Team Estimation

The Flow System Advanced Accreditation

Participants completing the Foundations (FS-1) training (in-person) or the Foundations (FS-1) course (online), or those who wish to only take the Foundations accreditation exam without participating in training or an online course, can take the exam at any time. Participants who complete training (face-to-face or online) will have two attempts at the exam. Participants who wish to forgo any training may do so and pay to take the exam. Participants who skip any training will have one chance to pass the exam. Upon passing the Foundations Exam, participants will receive a Certification of Completion for The Flow System Foundations Course. Once a Certification of Completion for The Flow System Foundations Course has been obtained, participants can continue to any of the Advanced Courses (see Figure 1). The Flow System Training Map can be found in Figure 1 provided below.

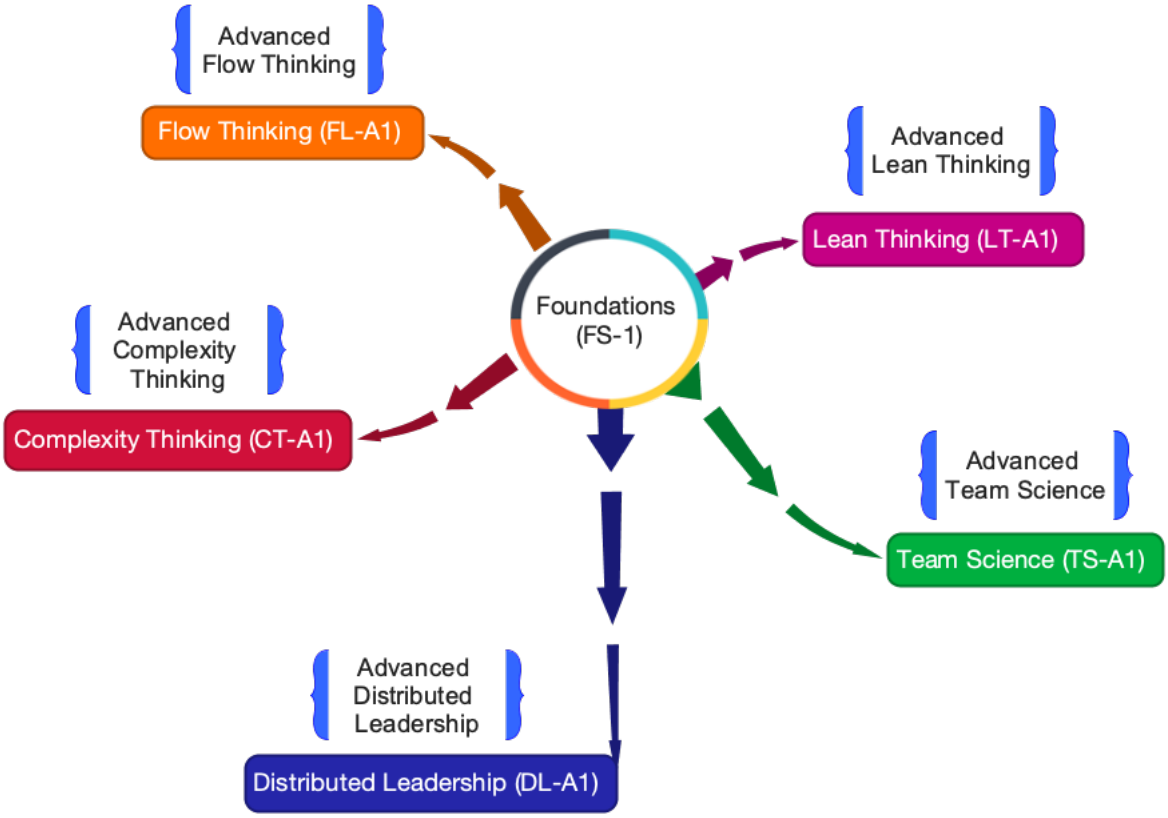

Figure 1: The Flow System Foundations and Advanced Courses

The Flow System Masters Accreditation

There are a total of five master level accreditations to choose from. Once the foundations course (FS-1) and the selected advanced course has been successfully completed and the accreditation exam passed, participants can continue to take courses at the master level within the chosen advance track. Participant can only continue to the master level courses after achieving the appropriate advanced accreditation. For example, before taking any of the team science master level courses (TS-M1 through TS-M5), the foundations (FS-1) and team science advance (TS-A1) course must first be successfully completed.

The master level courses for the Team Science track include the following courses:

- Teamwork Skills & Training (TS-M1)
- Taskwork & Estimation (TS-M2)
- Team Effectiveness (TS-M3)
- High Performance Teams (TS-M4)
- Designing Multiteam Systems (TS-M5)

A master level accreditation in Team Science will include the following path:

1. Mastery Team Science Certificate of Completion
    a. Certified in the Foundations course
    b. Certified in the Team Science Advanced course
    c. Successful completion of all five Mastery Team Science courses
        i. Teamwork Skills & Training (TS-M1)
        ii. Taskwork & Estimation (TS-M2)
        iii. Team Effectiveness (TS-M3)
        iv. High Performance Teams (TS-M4)
        v. Designing Multiteam Systems (TS-M5)
    d. Pass Mastery Team Science Accreditation Exam

Courses	Course Completion & Exam	Certification
Foundations Course	★	Foundations Accreditation
Advanced Course Team Science	★	Advanced Team Science Accreditation
Mastery Team Science Courses TS-M1 + TS-M2 + TS-M3 + TS-M4 + TS-M5	★ + ★ + ★ + ★	Mastery Team Science Accreditation

Trainers

The Flow System Foundations Course (in-person) will be administered by the co-creators of The Flow System and/or by certified TFS trainers. The online courses will only be administrated and monitored by the co-creators of The Flow System. All trainers are considered experts in their field of practice/study and have a command of the materials that are presented in The Flow System Foundations Course.

Recommended Readings

The Flow System Reading Materials include 1) *The Flow System: The Evolution of Agile and Lean Thinking in an Age of Complexity*; 2) *The Flow System Guide;* and 3) *The Flow System: Key Principles and Attributes*.

1) *The Flow System: The Evolution of Agile and Lean Thinking in an Age of Complexity*

   Available from Amazon.

   Hardback:
   https://amzn.com/1680400584/

   Kindle:
   https://amzn.com/B08NXPGMSC/

2) *The Flow System Guide*

   Available online (free)
   https://flowguides.org/index.php

   Amazon book (print-to-order)
   https://amzn.com/B085KN39FP

   Amazon Kindle Format
   https://amzn.com/B085PQFXFN/

3) *The Flow System: Key Principles and Attributes*

   Amazon book (print-to-order)
   https://amzn.com/B085DQB92N/

   Amazon Kindle Format
   https://amzn.com/B085DHFNMT/

