

Table 1

Manuscript Development Process: Steps for Administrators, Coaches, and Team Members

1. Administrators identify faculty members for the large team (8-10 persons) and through consultation with the coach, decide upon the deadline for completion of the manuscript.
2. Administrators determine the dates for the four large team meetings (approximately one meeting each month).
3. Group members each identify a collaborator for two-person meetings (the small teams meet one time before each large team meeting).
4. Coach describes the processes of forming teams and of coaching manuscript development to the large team and encourages participation in the small teams.
5. Coach shares information outlines, manuscript development process deadlines, and faculty resources at each large group meeting.
6. Coach encourages members to utilize the coach as consultant and manuscript reviewer and the participants as supporters in the process.
7. Coach encourages members to report on progress with manuscripts and difficulties in small team meetings.
8. Group members attend large team meetings for group interactions and to address questions or concerns.
9. Coach encourages team members to interact with coach regarding questions, concerns, and manuscript drafts between meetings.
10. Coach shares discussions with the administrator at large team meetings.