



HOW DO I UPDATE THE COORDINATION ASSESSMENT WORKSHEET?

Section Links

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How to complete the PBC assessment?

Navigate to the Coordination Assessment worksheet

- This should be the thirteenth worksheet updated for the PBC Assessment
- Navigate to the Coordination Assessment worksheet
 - In the PBC Assessment there is a menu at the top of the screen
 - Click on 'Coordination' to navigate to the worksheet

PBC Canvas | PBC Dashboards | Goal & Vision | Elevation | Specification | Integration | Skill and Will | Productive Paranoia | Paradox | Candle vs Mirror | Transposition | Mess Finding | Frameworks | Filtration | **Coordination** | PBC Action Plan

Select the PBC Assessment version to update

- On the left-hand side there is a drop-down menu for you to select the PBC Assessment version
 - Clicking on this will show all PBC Assessment versions

PBC Canvas | PBC Dashboards | Goal & Vision | Elevation | Specification | Integration | Skill and Will | Productive Paranoia | Paradox | Candle vs Mirror | Transposition | Mess Finding | Frameworks | Filtration | **Coordination** | PBC Action Plan

Version 4 - 2021-02-27

COORDINATION ASSESSMENT

- From this list, select the current (active/open) PBC Assessment version

How Do I Update the Coordination Assessment Worksheet Guide

- You will be taken to the selected version

PBC Canvas | PBC Dashboards | Goal & Vision | Elevation | Specification | Integration | Skill and Will | Productive Paranoia | Paradox | Candle vs Mirror | Transposition | Mess Finding | Frameworks | Filtration | ● Coordination | ● PBC Action Plan

The screenshot shows a web interface for a 'COORDINATION ASSESSMENT'. At the top left, a dropdown menu is highlighted with a red box, showing 'Version 4 - 2021-02-27'. To the right of the dropdown is the title 'COORDINATION ASSESSMENT'. Below the dropdown are two input fields: 'Name: *' with the value 'Tiana Weasley' and 'What to Achieve: *' with the placeholder 'Enter information'. Below these fields are two blue buttons: 'COORDINATION ASSESSMENT +' and 'COORDINATION SCORING +'. At the bottom right, there are two buttons: 'SAVE' (orange) and 'SUBMIT' (blue).

- Version 1 is the first version of the PBC Assessment
- If this has not been closed/completed then there will only be 'Version 1' in the drop-down menu
- The highest version number is the current version
- If there is an option to '[Start a new version](#)' then all PBC Assessment versions are closed/completed and a new version needs to be started
 - This option only displays if there are no open PBC Assessments
 - None of the PBC Assessment versions displayed can be updated
- **Note:**
 - There can only be one active or current PBC Assessment open at any one time
 - All completed PBC Assessment versions can be viewed but cannot be updated
 - Only the current PBC Assessment version can be updated, as it has not been closed/completed

How Do I Update the Coordination Assessment Worksheet Guide

Sections in the worksheet

- There are two sections in the Coordination Assessment worksheet
- These are:
 - Coordination Assessment
 - Coordination Scoring

PBC Canvas | PBC Dashboards | Goal & Vision | Elevation | Specification | Integration | Skill and Will | Productive Paranoia | Paradox | Candle vs Mirror | Transposition | Mess Finding | Frameworks | Filtration | **Coordination** | **PBC Action Plan**

Version 4 - 2021-02-27

COORDINATION ASSESSMENT

Name: *
Tiana Weasley

What to Achieve: *
Enter information

COORDINATION ASSESSMENT +

COORDINATION SCORING +

SAVE

SUBMIT

Order to complete the worksheet

- The easiest way to complete the worksheet is to complete each of the sections in order
- There may be some questions that require the answers from previous questions

Mandatory questions

- Questions with a red asterisk (*) are mandatory and must be answered for the worksheet to be submitted and validated successfully
 - All worksheets need to be submitted and validated to complete and end an assessment
 - This is required to start a new PBC Assessment
- For the Coordination Assessment worksheet the following questions are mandatory:
 - Q1 and Q2

How Do I Update the Coordination Assessment Worksheet Guide

Answering the questions for each section

- To answer questions in each section, expand the section
 - Clicking on the '+' symbol for the section expands it
 - Once expanded clicking on the '-' symbol for the section contracts it
- When the section is expanded answer all questions
- Each section in the Assessment worksheet is covered below

How Do I Update the Coordination Assessment Worksheet Guide

1. Coordination Assessment section

- There are 32 questions in this section
 - All questions in this section are mandatory

COORDINATION ASSESSMENT				
<p>Q1. Complete the Coordination Assessment: *</p> <p>- Answer all questions using the drop-down lists provided.</p> <p>- Answers range from 0% to 100% (with 0% being very low and 100% being very high).</p> <p>- The total and average scores calculate automatically based on the answers provided for each question.</p>				
Purpose	Purpose		People	
	How well do your values enable you to integrate your elevated purpose into everything that you do?	How does the specification of your elevated purpose represent the most effective way to execute your purpose?	How effectively do your existing capabilities enable you to execute your elevated and specified purpose?	How well do the innovation and transformational (i.e. Speedboat) activities you need to undertake to achieve your goals align with, and reflect, your values?
	Select one	Select one	Select one	Select one
	Product		Process	
How effective are you at outlining how else your specified purpose could be imparted in different ways or applications?	How curious are you in regard to identifying different applications of your capabilities that could also help you to fulfil your purpose and goals?	How effectively do your frameworks (i.e. biases, thought and decision-making processes) enable you to integrate your purpose through the value-based actions you take?	Are the activities you are undertaking to: execute your purpose; continue to learn and grow; and overcome your limiting beliefs, highly aligned to your values?	
Select one	Select one	Select one	Select one	
People	Purpose		People	
	How well do you understand the impact of your limiting beliefs on your values and ability to effectively integrate your purpose into everything you do?	How effectively do you understand your limiting beliefs, the impact they have on executing your purpose and how you can overcome these?	How well do you prioritise the importance of innovative (Speedboat) activities to ensure you can continue to improve and overcome, or utilise, potential disruptors to your advantage?	How effective are you at identifying things that could fundamentally disrupt you and reframing these to leverage them in a positive way and ensure long-term adaptability to change?
	Select one	Select one	Select one	Select one
	Product		Process	
How well do you understand the impact that your limiting beliefs could have on your ability to effectively identify and come up with solutions to additional messes and on your ability to execute your purpose?	How curious are you to determine how your potential disruptors could be utilised to enable new or different applications of your capabilities to achieve your purpose?	For the things that could disrupt you, how well do you understand which of the potential solutions you've identified should be maximised or applied?	How willing are you to continually grow, learn and improve so you can be more responsive to change and better equipped to fulfil your purpose?	
Select one	Select one	Select one	Select one	
Product	Purpose		People	
	How effective are you at identifying messes and understanding how you can help solve these?	How well aligned is the mess you are currently solving with your elevated purpose?	How curious are you to assess the best way for you to acquire the capabilities you've identified as necessary to achieve your purpose given your personality type?	How appropriate is the amount of time devoted to Speedboat activities with ensuring you are continually learning, testing and improving?
	Select one	Select one	Select one	Select one
	Product		Process	
How well can you transpose new ideas and ways of working across all four blades (i.e. Purpose, People, Product and Process)?	How frequently do you actively look outside for inspiration to identify, create and apply innovative solutions for messes?	What is your level of understanding of how solving the other messes you've identified can help you achieve your purpose, and what the best way is to solve those messes?	How effectively do your existing decision making frameworks and processes enable you to solve new messes and find new ways of working?	
Select one	Select one	Select one	Select one	
Process	Purpose		People	
	How aware are you of how you could reallocate your time more effectively to help you execute your purpose?	How effectively do your frameworks (i.e. biases, thought and decision-making processes) enable you to elevate your purpose and find new opportunities?	How willing and able are you to continually review and improve your processes to enhance porosity, speed and flexibility to ensure you are as adaptable as possible?	How effectively can you understand and respond to potential disruptors that could impact your (Purpose, People or Process Blades)?
	Select one	Select one	Select one	Select one
	Product		Process	
How frequently do you determine whether a mess is worthwhile solving, based on comparing the value received versus effort required?	To what extent do your processes/frameworks enable your ability to undertake Speedboat activities to help you change and grow?	How effective is the flexibility of your frameworks at ensuring activities that should be avoided or minimised are discontinued or de-prioritised?	How well do you understand the impact that your frameworks (i.e. biases, thought and decision-making processes) have on the Purpose, People and Product Blades?	
Select one	Select one	Select one	Select one	

How Do I Update the Coordination Assessment Worksheet Guide

2. What key actions should be taken to improve the coordination of all the blades of your windmill? *

Actions to take	How these will help improve the effectiveness of the windmill blades

Question #	Answer The Question By
1	Using the drop-down menu provided - answer all 32 questions in this section
2	Enter the answer by typing your response in the text box space provided

- **Q1:** for this question there are 32 questions asked to establish how well the blades of our Windmills work together - all questions need to be answered
- **Q2:** explain what actions you can take to improve the effectiveness of your Windmill blades
 - You can refer to the Average Scores table, in the Coordination Scoring section, to identify the areas with the lowest scores and use these as a starting point to figure out what you can do to improve your performance for them
 - A **minimum** of **one** answer is required for this question (i.e. one row)
 - A **maximum** of **five** answers can be included for this question (i.e. five rows)

How Do I Update the Coordination Assessment Worksheet Guide

COORDINATION ASSESSMENT				
D1. Complete the Coordination Assessment:				
- Answer all questions using the drop-down lists provided.				
- Answers range from 0% to 100% (with 0% being very low and 100% being very high).				
- The total and average scores calculate automatically based on the answers provided for each question.				
Purpose	Purpose		People	
	How well do your values enable you to integrate your elevated purpose into everything that you do?	How does the specification of your elevated purpose represent the most effective way to execute your purpose?	How effectively do your existing capabilities enable you to execute your elevated and specified purpose?	How well do the innovation and transformational (i.e. Speedboat) activities you need to undertake to achieve your goals align with, and reflect, your values?
	40%	45%	40%	25%
	Product		Process	
How effective are you at outlining how else your specified purpose could be imparted in different ways or applications?	How curious are you in regard to identifying different applications of your capabilities that could also help you to fulfil your purpose and goals?	How effectively do your frameworks (i.e. biases, thought and decision-making processes) enable you to integrate your purpose through the value-based actions you take?	Are the activities you are undertaking to: execute your purpose; continue to learn and grow; and overcome your limiting beliefs, highly aligned to your values?	
40%	45%	25%	35%	
People	Purpose		People	
	How well do you understand the impact of your limiting beliefs on your values and ability to effectively integrate your purpose into everything you do?	How effectively do you understand your limiting beliefs, the impact they have on executing your purpose and how you can overcome these?	How well do you prioritise the importance of innovative (Speedboat) activities to ensure you can continue to improve and overcome, or utilise, potential disruptors to your advantage?	How effective are you at identifying things that could fundamentally disrupt you and reframing these to leverage them in a positive way and ensure long-term adaptability to change?
	50%	45%	50%	45%
	Product		Process	
How well do you understand the impact that your limiting beliefs could have on your ability to effectively identify and come up with solutions to additional messes and on your ability to execute your purpose?	How curious are you to determine how your potential disruptors could be utilised to enable new or different applications of your capabilities to achieve your purpose?	For the things that could disrupt you, how well do you understand which of the potential solutions you've identified should be maximised or applied?	How willing are you to continually grow, learn and improve so you can be more responsive to change and better equipped to fulfil your purpose?	
45%	50%	55%	50%	
Product	Purpose		People	
	How effective are you at identifying messes and understanding how you can help solve these?	How well aligned is the mess you are currently solving with your elevated purpose?	How curious are you to assess the best way for you to acquire the capabilities you've identified as necessary to achieve your purpose given your personality type?	How appropriate is the amount of time devoted to Speedboat activities with ensuring you are continually learning, testing and improving?
	70%	65%	75%	60%
	Product		Process	
How well can you transpose new ideas and ways of working across all four blades (i.e. Purpose, People, Product and Process)?	How frequently do you actively look outside for inspiration to identify, create and apply innovative solutions for messes?	What is your level of understanding of how solving the other messes you've identified can help you achieve your purpose, and what the best way is to solve those messes?	How effectively do your existing decision making frameworks and processes enable you to solve new messes and find new ways of working?	
75%	80%	85%	75%	
Process	Purpose		People	
	How aware are you of how you could reallocate your time more effectively to help you execute your purpose?	How effectively do your frameworks (i.e. biases, thought and decision-making processes) enable you to elevate your purpose and find new opportunities?	How willing and able are you to continually review and improve your processes to enhance porosity, speed and flexibility to ensure you are as adaptable as possible?	How effectively can you understand and respond to potential disruptors that could impact your Purpose, People or Process Blades?
	60%	60%	55%	65%
	Product		Process	
How frequently do you determine whether a mess is worthwhile solving, based on comparing the value received versus effort required?	To what extent do your processes/frameworks enable your ability to undertake Speedboat activities to help you change and grow?	How effective is the flexibility of your frameworks at ensuring activities that should be avoided or minimised are discontinued or de-prioritised?	How well do you understand the impact that your frameworks (i.e. biases, thought and decision-making processes) have on the Purpose, People and Product Blades?	
75%	70%	65%	60%	

How Do I Update the Coordination Assessment Worksheet Guide

2. What key actions should be taken to improve the coordination of all the blades of your windmill? *

Actions to take	How these will help improve the effectiveness of the windmill blades
Action to take 1	Enter information
Action to take 2	Enter information
Action to take 3	Enter information
Action to take 4	Enter information
Action to take 5	Enter information

How Do I Update the Coordination Assessment Worksheet Guide

2. Coordination Scoring section

- There are no questions in this section to answer
- The scoring section is updated automatically
- There are two tables that show:
 - The average percentage scores for answers to Q1
 - The total scores for answers to Q1
- After answering each question in Q1, the scores for Coordination display
- Once all questions are answered, the final overall scores for the Assessment worksheet calculate
- These are the:
 - Total Score
 - Average Score
 - Percentage Score
- The Percentage Score is reflected in the PBC Assessment Canvas and also the Dashboard for Coordination

COORDINATION SCORING				
Average Scores				
Purpose	People	Product	Process	
42.50 %	40.00 %	55.00 %	45.00 %	Purpose
	47.50 %	62.50 %	56.25 %	People
		77.50 %	76.25 %	Product
			62.50 %	Process
Total Scores				
Purpose	People	Product	Process	
2.13	2.00	2.75	2.25	Purpose
	2.38	3.13	2.81	People
		3.88	3.81	Product
			3.13	Process
Final Overall Scores				
			Total Score:	28.27
			Average Score:	2.83
			Percentage Score:	56.54 %

How Do I Update the Coordination Assessment Worksheet Guide

Saving the worksheet

- If you don't have time to complete the worksheet in full, once you've entered your answers, select the 'Save' button
 - This will ensure your work is saved and does not need to re-entered
 - After selecting 'Save' a success message displays

PBC Canvas | PBC Dashboards | Goal & Vision | Elevation | Specification | Integration | Skill and Will | Productive Paranoia | Paradox | Candle vs Mirror | Transposition | Mess Finding | Frameworks | Filtration | **• Coordination** | • PBC Action Plan

Answers for the Coordination Assessment have been saved successfully.

Version 4 - 2021-02-27

COORDINATION ASSESSMENT

Name: * What to Achieve: *

Tiana Weasley Enter information

COORDINATION ASSESSMENT +

COORDINATION SCORING +

SAVE

SUBMIT

- However, the 'Save' button does not validate the completeness of the worksheet or verify it has been completed
 - This is indicated by the name of the worksheet in the menu still appearing with a red dot next to it
 - To do this, and to complete the worksheet, it needs to be submitted by selecting the 'Submit' button
-
- You can update the worksheet as often as required and then save it
 - Amendments and updates can be made until the PBC Assessment has been finalised
 - This can only be done in the [PBC Action Plan](#) worksheet
 - And is usually done at the end of the assessment period (i.e. end of the quarter)

How Do I Update the Coordination Assessment Worksheet Guide

Submitting the worksheet

- After all questions in the worksheet have been answered, select the 'Submit' button
 - This validates all questions have been answered and saves the worksheet
 - If all questions are answered, a success message displays and the name of the worksheet no longer has a red dot next to it in the menu

PBC Canvas | PBC Dashboards | Goal & Vision | Elevation | Specification | Integration | Skill and Will | Productive Paranoia | Paradox | Candle vs Mirror | Transposition | Mess Finding | Frameworks | Filtration | **Coordination** | PBC Action Plan

Answers for the Coordination Assessment have been submitted successfully.

Version 4 - 2021-02-27

COORDINATION ASSESSMENT

Name: *
Tiana Weasley

What to Achieve: *
Enter information

COORDINATION ASSESSMENT +

COORDINATION SCORING +

SAVE

SUBMIT

- You can update the worksheet as often as required, even after it has been submitted, and then resubmit the worksheet
- Amendments and updates can be made, and the worksheet resubmitted, until the PBC Assessment has been finalised
 - This can only be done in the [PBC Action Plan](#) worksheet
 - And is usually done at the end of the assessment period (i.e. end of the quarter)
- To finalise and end the assessment, so a new assessment can be started, all worksheets need to be fully completed and submitted by selecting the 'Submit' button for **every** worksheet
 - You will know if any worksheets need to be submitted as the name of the worksheet will display with a red dot next to it in the menu

How Do I Update the Coordination Assessment Worksheet Guide

How to complete the PBC assessment?

- There is a recommended sequence to complete the PBC Assessment worksheets
- This is outlined in the '[Complete the PBC Assessment](#)' How Do I Guide
- For more information on saving or submitting worksheets, starting or ending an assessment and updating every worksheet, refer to the following How Do I Guides:
 - '[Save Worksheets in the PBC Assessment](#)'
 - '[Submit Worksheets in the PBC Assessment](#)'
 - '[Start a New PBC Assessment](#)'
 - '[Update the Goals and Vision Worksheet](#)'
 - '[Update the Elevation Assessment Worksheet](#)'
 - '[Update the Specification Assessment Worksheet](#)'
 - '[Update the Integration Assessment Worksheet](#)'
 - '[Update the Skill and Will Assessment Worksheet](#)'
 - '[Update the Productive Paranoia Assessment Worksheet](#)'
 - '[Update the Paradox Assessment Worksheet](#)'
 - '[Update the Candle versus Mirror Assessment Worksheet](#)'
 - '[Update the Transposition Assessment Worksheet](#)'
 - '[Update the Mess Finding Assessment Worksheet](#)'
 - '[Update the Frameworks Assessment Worksheet](#)'
 - '[Update the Filtration Assessment Worksheet](#)'
 - '[Update the PBC Action Plan Worksheet](#)'