Collaborative Writing Questions & Assessment

Before Beginning the Work

1. What do we want out of this paper as a group?
2. What is our deadline?
3. What are each of our strongest skills?
4. What research is needed to write this piece of work?
5. How much editing do we intend to do before submission?
6. How do we intend to divide the workload?
7. How will we list our names as authors?

While Writing the Work

8. Are we meeting our scheduled deadlines as per our timeline?
9. Is our writing approach producing usable work?
10. Is anybody unhappy with their workload and if so, how can we address this problem?
11. Are there any research problems?

After the Work is Completed

12. What final edits are needed?
13. Do any sections need to be rewritten?
14. Who is completing the final edits and rewrites?
15. Who is submitting the work?