UNIVERSITY OF WISCONSIN OSHKOSH

2025 IACIS Conference

Systematizing Research Collaboration in Higher Education

- *A Design Science Case Using Microsoft Teams and Planner*

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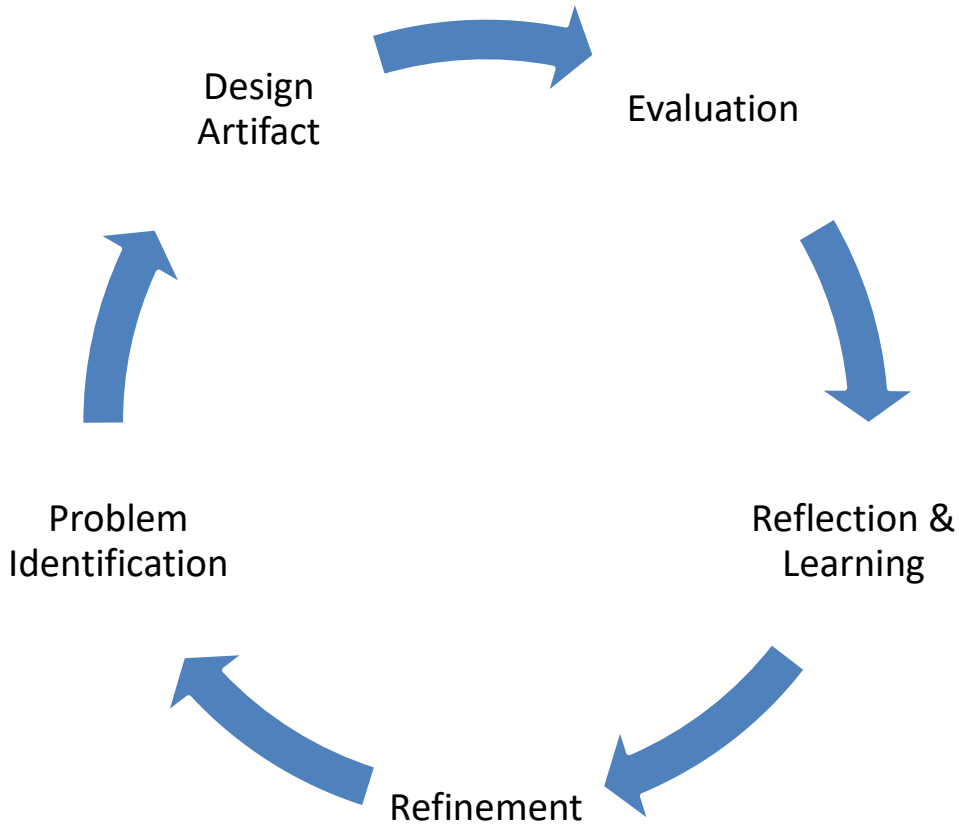
The Problem

- Research collaboration in academia often suffers from:
  - Fragmented communication (email overload).
  - Scattered, inconsistent file storage.
  - Version confusion and lack of accountability.
- Early-career faculty face **higher admin overhead** managing multiple projects.

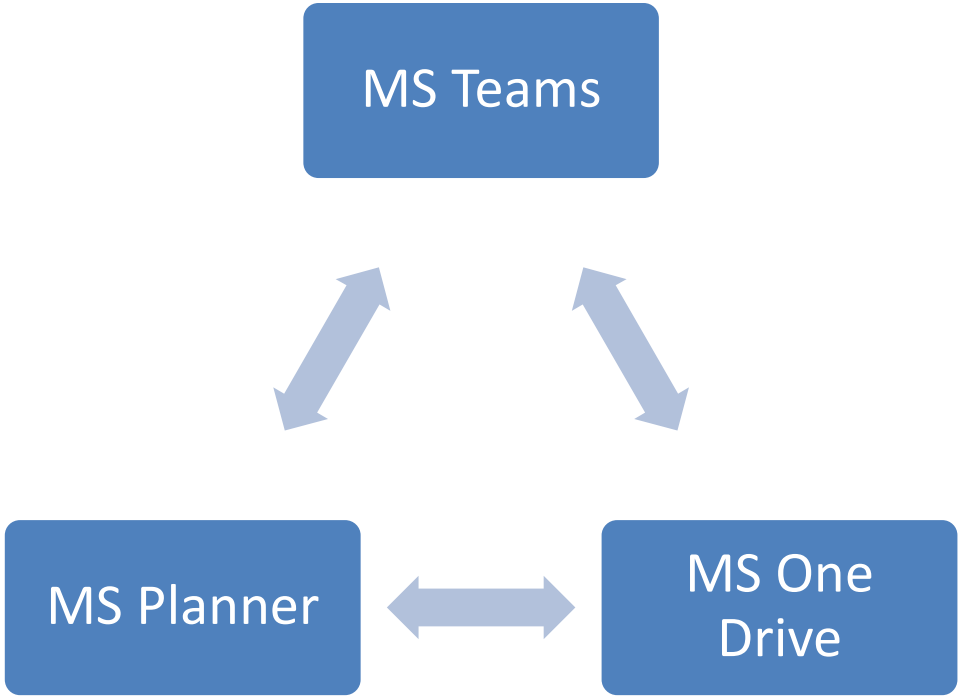
Research Approach

- Methodology: **Design Science Case Study**.
- Artifact: structured digital environment using:
  - Microsoft Teams
  - Planner
  - OneDrive
- Goal: Develop a **scalable, replicable collaboration model.**



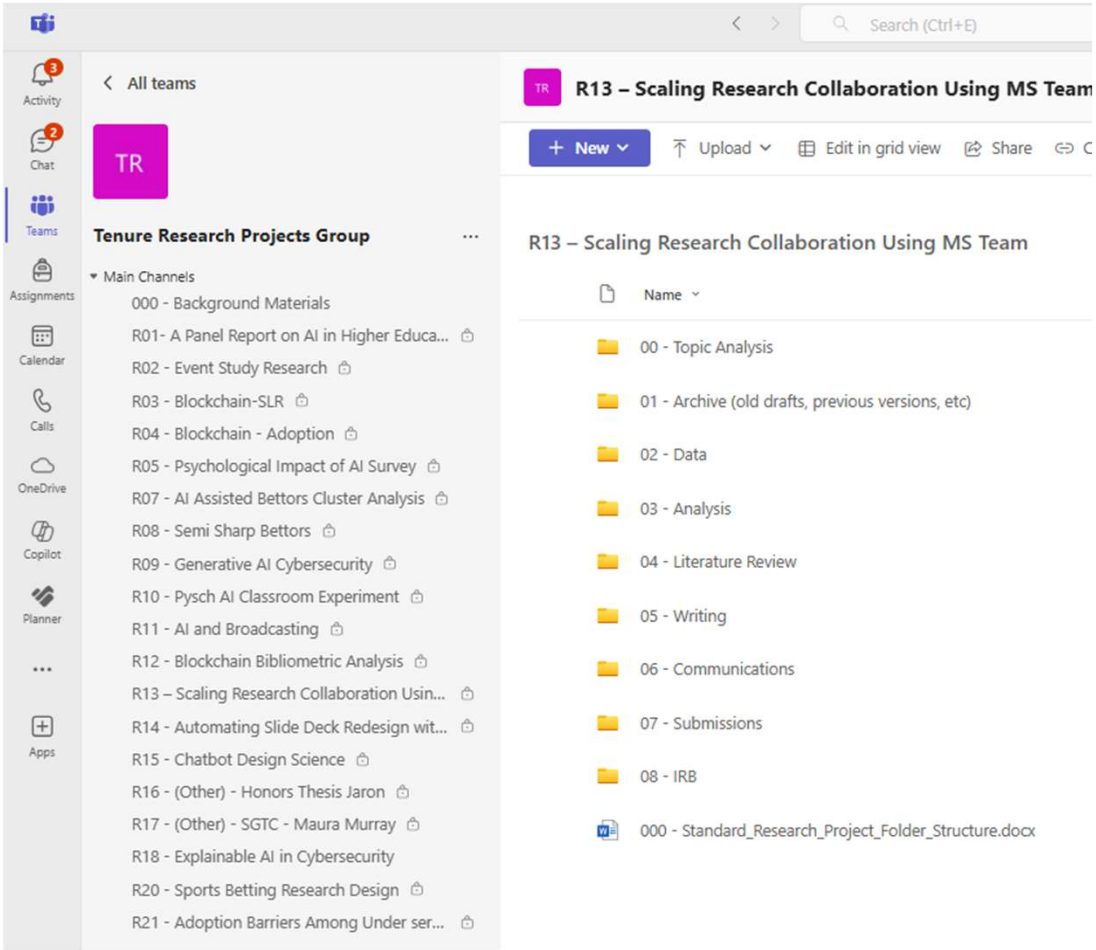
Framework Overview

- Integration of **Teams + Planner + OneDrive:**
  - Central hub for communication.
  - Task management and accountability.
  - Standardized folder structure.



Teams Workspace

- Project-based channel structure:
  - 00_Background
  - 01_Topic_Analysis
  - 02_Archive
- Standardization reduces confusion and increases transparency.



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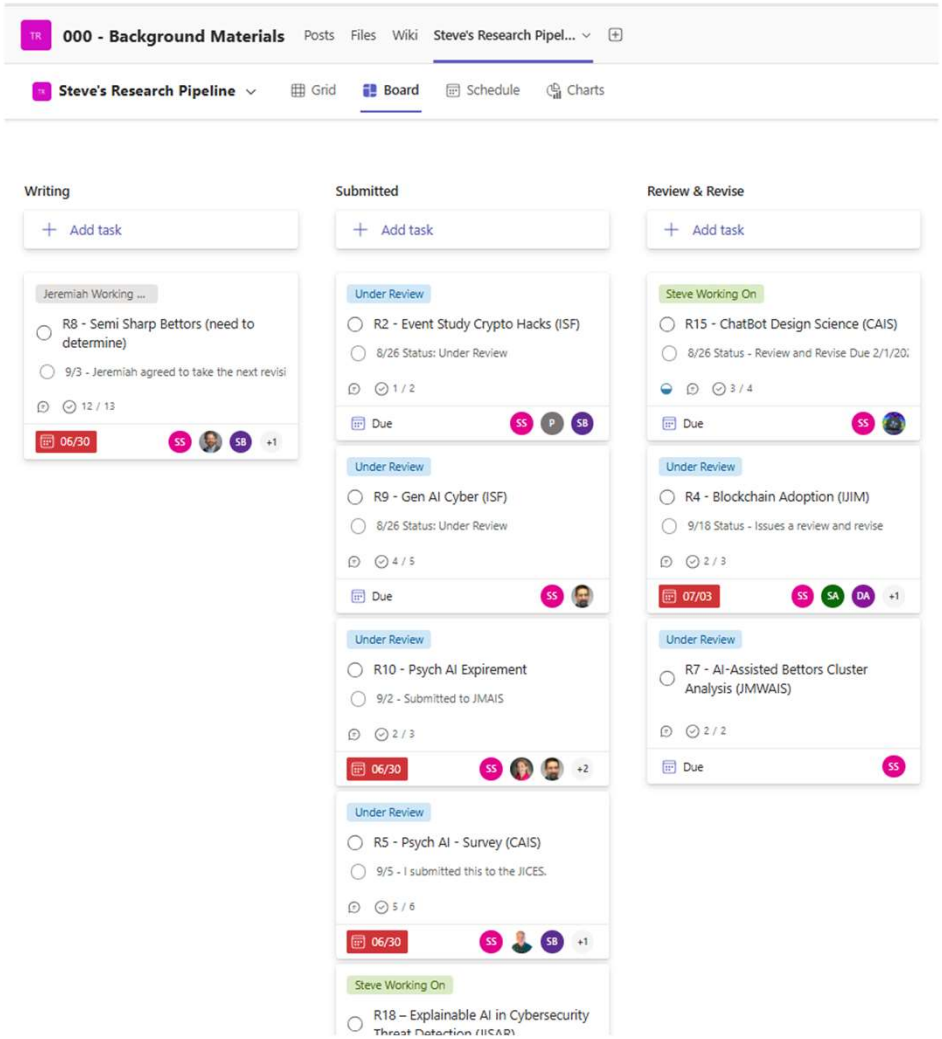
Planner Board (Research Pipeline)

- Tasks organized by research stages:
  - Ideas → In Progress → Ready for Review → Submitted → Published.
- Assign tasks with due dates, notes, and linked files.
- Improves visibility and accountability.



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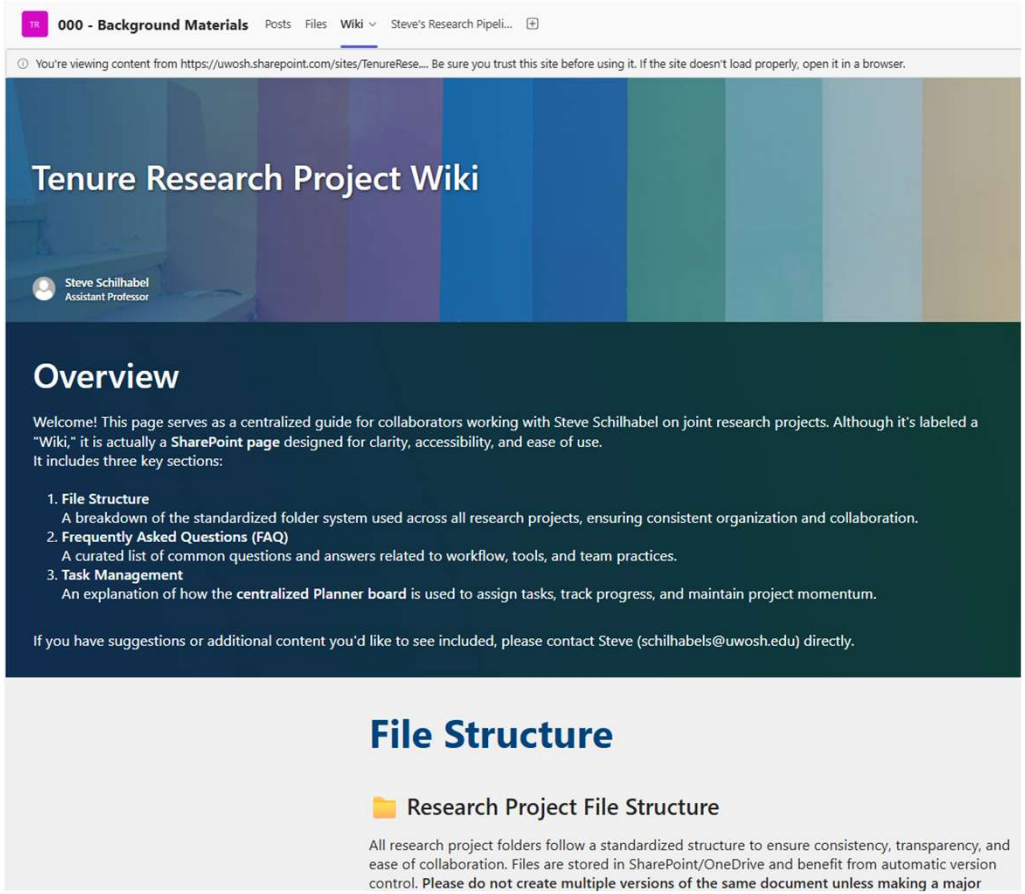
Onboarding & Permissions

- **Onboarding Process:**
  - Welcome message + Wiki/FAQ.
  - Onboarding checklist ensures consistent adoption.
- **Permissions:**
  - Add colleagues to overall Team.
  - Restrict folder access for sensitive data (e.g., IRB files).



Artifact in Action

- Example workflow:
  - Assign a literature review task in Planner.
  - Link the draft document in OneDrive.
  - Mark task complete when done.
- Result: reduced admin overhead, clear accountability.

Benefits

- Reduced administrative overhead.
- Improved project visibility.
- Structured onboarding for new collaborators.
- Stronger tenure documentation pipeline.

Challenges

- Initial learning curve for Teams/Planner.
- Tool overlap (Google Docs, Trello, Slack).
- Inconsistent adoption among collaborators.
- Limitation of Channels (30)

Implications

- **For early-career faculty:** improved productivity, tenure support.
- **For institutions:** scalable collaboration model, minimal cost.
- Supports digital transformation efforts in higher education.

Future Improvements

- Automate reminders and tagging.
- More training videos/resources.
- Better integration with citation managers.

Conclusion

- **Key Takeaway:**
  - "By structuring collaboration through Teams and Planner, we created a scalable, replicable infrastructure for academic research."

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