



## What Is WebIQ?

WebIQ is a web-based software tool that assists with decision making processes. WebIQ is used primarily to set up an online session for a group. You can create an agenda from the WebIQ Tool Kit to guide the group discussion through brainstorming, analysis, evaluation and action planning. These tools help you create an organized agenda that propels your team beyond "threaded discussions" to actual results.

## WebIQ Tools

<i>Tool Name</i>	<i>Tool Function</i>	<i>Gather ideas or alternative solutions</i>
<i>Topic</i>	Define the decision, issue or process	
<i>Ideas</i>	Brainstorm for ideas and add comments for threaded discussion	
<i>Sub Ideas</i>	Brainstorm and implement threaded discussion within categories	
<i>Organizer</i>	Sort ideas and categories	
<i>Discussion</i>	Establish a structured, threaded discussion about a single topic or idea	
<b><i>Evaluate suggested ideas</i></b>		
<i>Rate</i>	Rate ideas on a chosen scale	
<i>Rank</i>	Rank order ideas from the most preferred to least preferred	
<i>Select</i>	Select the most preferred alternatives	
<i>Score</i>	Score the alternatives versus weighted criteria	
<i>Vote</i>	Vote on alternatives with options to indicate Yes, No or Abstain	
<i>Categorize</i>	Place alternatives into categories	
<i>Allocate</i>	Assign resources (such as dollars and time) to the alternatives	
<b><i>Conclude session</i></b>		
<i>Action Plan</i>	Identify and assign tasks, emphasizing critical dependencies	
<i>Closure</i>	Summarize and report the session proceedings including background facts, decisions and decisions and follow-up action items	

## How Do I Use It?

WebIQ Sessions begin with the design and set up of a decision process or a **Session** and its **Agenda**. The Agenda is a set of **Topics** and **Activities** (as represented in the tools list above) that embody the particular decision-making process. An example of a **Topic** could be product features. An example of an **Activity** could be electronic brainstorming to gather suggestions for a planning document.

Once the Agenda is ready and the Session Participants have been identified, each Participant is automatically sent an e-mail message inviting them to join the Session. Participants join the Session by clicking on the Web address in the e-mail. They can participate at anytime and from anywhere via the Internet. Participants can meet simultaneously or at their convenience.

All Participants have access to several communication features throughout the life of a session. Participants can send instant messages, send e-mails to each other, talk together in a chat room, and express their feelings about the Session. The session can later be reviewed with WebIQ's complete online records.

WebIQ may be accessed at: <http://webiq.umd.edu>. Login is by predefined usernames and passwords, established by the session administrator.