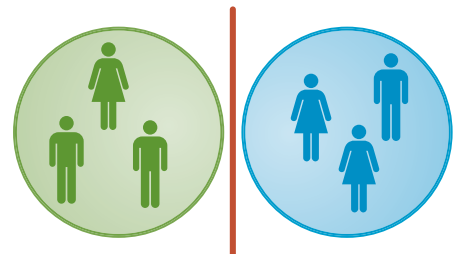


Team Blueprint

Discuss each of these questions and, as a group, decide on what is the most appropriate approach for your situation.

Goals (Team Charter)

1. Team purpose - why does this team exist?
 - » What are the critical success factors that will translate the purpose into action?
 - » What do we want to change?
 - » What are our core values?
 - » What gives energy and urgency to the team?
2. Context - who are we accountable to and who do we need to connect with?
 - » Who are our clients and customers?
 - » What will they gain from this work?
 - » How will we engage our stakeholders?
3. Goals - what specific outcomes will we achieve?
 - » How will the team members be engaged in the goal creation process to increase their ownership of the outcomes?
 - » How will team goals be shared with the organization?



Roles

1. Which team members fill what specific roles?
 - » How is that information shared across the team?
2. Which team members complete what specific processes?
 - » How will expectations be discussed to avoid duplication or overlooking specific tasks?
3. What are the skills within the team?
 - » What are our unique capabilities?

Process

1. Meetings
 - » Has the team agreed on frequency, time, and place?
 - » What is the expectation for attendance, substitutions, and quorums?
 - » Who ensures that the team has the needed equipment and materials?
 - » Who manages the construction of the agenda, rules for presentations, and distributes information prior to the meeting?
 - » Who facilitates the meeting?
2. Decision making and problem solving
 - » How are decisions made by the group?
 - » What problem-solving tools and processes are used by the group?
3. Communications and follow-up from the meeting
 - » What are the expectations about communications from the meeting to missing team members and the rest of the organization?
 - » How are key decisions, actions, and assignments tracked and communicated to those involved?
 - » Is there any formal recording process such as minutes?
 - » How are action items followed up and by whom?

Interpersonal

1. The team should establish norms on how to handle:
 - » Candor and trust in communications and relationships
 - » Flexibility when dealing with other team members
 - » Sensitivity when dealing with other team members
 - » Creativity when dealing with other team members
 - » How to handle conflicts with other team members