Team Contract

Team Names:

Presentation Date: Day / Time:

Company Name:

Company Product:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# GROUP MEMBERS’ BEHAVIORAL EXPECTATIONS

What do you need from each other to work effectively as a team? Examples: “communicating promptly with each other”, “being punctual”, “meeting deadlines”, etc. Each member needs to include at least one behavioral expectation.

Discuss:

• How often your will team meets to review the project status?

• How will you communicate with each other and share information (i.e.: Facebook, email, Dropbox, face-to-face, Google group, etc.)?

• What will be the ramifications of no regular communication?

• What contact information you will share and when it is appropriate to contact each other?

• Deadline dates to ensure task completions.

• Who will take lead in communicating with the team and initiating discussions when needed?

• What is the contingency plan if something comes up for a team member and they can’t keep all their commitments?

**Along with the questions above, discuss each of the topics below discusses them as a team. You can delete the sections that your team does not want/need or reword them as you like.**

## ELEMENTS OF EFFECTIVE TEAMWORK

Each member should identify at least one of the skills below that you feel you are strong in and one skill area that requires further development.

**COMMUNICATION** For effective teamwork to occur there needs to be a free, open, and appropriate expression of ideas and feelings at all times. Each member actively listens to other members, and after listening, provides effective non-judgmental feedback. Members take responsibility to communicate their ideas, thoughts, concerns, etc. Respectful communication (verbal and non-verbal) in response to cultural and personal differences contributes to team cohesion.

**PARTICIPATION** Team members need to contribute fully to the best of their ability. Members need to take initiative in participating in the group tasks, especially in areas where they may have strengths. Those with greater ability may also need to help those who may be struggling by guiding, coaching, or critiquing. Those who may be struggling should be clear when they need clarification or assistance. To make teams work well, members need to make concerted efforts to be available for meetings. Wanting the group to succeed will contribute to success – begrudging contributions will erode success.

**GIVE AND TAKE** There may be various ideas on how to achieve success within the team. Therefore, members need to be open to compromise and recognize that it is sometimes better to give in than be “right”. Members need to discern the differences between their own needs and those of the group, ideally putting the needs of the team before the needs of the individual.

**LEADERSHIP** Each member can contribute by being a leader in the group – a group can have more than one! Members lead with the skills and abilities they possess. A member who promotes team actions, decisions, and ideas demonstrate leadership. A leader recognizes that he/she needs the team, and lets each member know where they stand. Leadership is also required to initiate the resolution of team breakdowns.

**ORGANIZATION** An effective team needs to be organized. Members determine how the team is organized. This, in turn, contributes to a member understanding his/her responsibilities, ensuring things are getting done and that there is no repetition in completing tasks.

**PREPARATION** For teams to be successful, members need to be responsible for their duties and do the work required as agreed upon. Otherwise, team progress could be impeded, especially if further steps are dependent on the required work. Everyone needs to know that they can rely on their team members in completing assigned tasks/preparation work so that the team can progress in its objective(s).

**PROCEDURE** For teams to function well, they need to set up procedures, which will clearly identify members’ responsibilities and expectations for each other. Some type of order is necessary for teams to function effectively and smoothly, otherwise, teamwork may end up being inefficient, inconsistent, and regularly in “crisis”. Members need to function according to agreed-on procedures which will help to guide them in times of dilemmas.

**CAPABILITY** Each member brings strengths to the group – not only existing skills and/or knowledge, but also the potential to learn, problem-solve and contribute to the team. Demonstrating one’s interest and potential will often lead others to have more confidence in that member.

**COMMITMENT** Members who are committed will often be the ones taking initiative to achieve the goals/objectives of the team. They will be the ones who want to make sure the goals are clear to achieve success. Commitment needs to be directed to team goals, not individual goals. The level of commitment is usually related to the level of reliability.

**PROGRESS and ASSESSMENT** A well-running team is always interested in how things are going. Members of an effective team will contribute to an attitude of action and momentum. Often, progress is a good indicator of how well the team is working together. Regular assessment is necessary for a team to ensure it is continuing to work well together. An effective team is not afraid to make changes in how it is organized or in its procedures so that improvement in achieving the goal/objective occurs.

# SKILL STRENGTH IDENTIFICATION

Each member must choose at least one skill that they feel is a strength. Be very specific in what activity you will apply this skill to the assignment.

|  |  |  |
| --- | --- | --- |
| Team Member | Strength | How they will apply that strength |
| *Example: Pat* | *Commitment* | *I will attend all meeting and encourage other to be committed.* |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# TEAM MEMBER AVAILABILITY SCHEDULE

Complete the grid below to show when each member is **NOT available** to work on assignments/projects with your team. If this changes, complete this again. BE VERY CLEAR OF YOUR AVAILABILITIES, AS THIS IS OFTEN THE MOST COMMON AREA FOR CONFLICT.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name | Monday / Time Not Available | Tuesday / Time Not Available | Wednesday / Time Not Available | Thursday / Time Not Available | Friday / Time Not Available | Saturday / Time Not Available | Sunday/ Time Not Available |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

# TEAM ACTIVITY PLAN

Please fill it out according to the assignment requirements. Be as specific as possible so that everyone is clear about what is being completed and by when. Feel free to add rows as required. Clarity of Tasks and/or Requirements is often an indicator of a HIGH FUNCTIONING TEAM.

**Map out major activities for this project (see the final project instructions for assignment due dates.) This project plan will grow as you go, but for now, focus on major tasks**

Project Tasks / Requirements / Who is doing what / By when

|  |  |  |  |
| --- | --- | --- | --- |
| Activity / Task | Date to be completed | Who is responsible | Deliverable [if any] |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# CRITICAL REVIEW DATES

It is strongly recommended that you pre-arrange Critical Review Dates. These meetings will help to assess if you are on track and if the project is moving along as planned.

**Review Date #1: Topics?**

**Deliverables or work products to review:**

Location/Method of Communication:

**Review Date #2: Topics?**

**Deliverables or work products to review:**

Location/Method of Communication:

**Review Date #3: Topics?**

**Deliverables or work products to review:**

Location/Method of Communication:

# AGREEMENT

Personal accountability is a key to building trust with others. Before you sign, make sure you can keep your commitments and help the team to succeed.

|  |  |  |
| --- | --- | --- |
| Name | Signature | Date |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |