

Team Plan

Team Name:

Team Leader:

Team Members:

Date:

What is Expected of the Team

What does the organisation expect of the team? Identify any specific references or known expectations in relation to any higher level strategic, business or operational plans.

Team Vision

What is our vision for the team over a stated period: the team leader should be able to describe a 'desired future', in no more than 2 minutes.

Team Goal

Identify one clear, outward looking goal or statement of common purpose for the team.

Team Plan Worksheet

Team Objectives	Measures	Initiatives ¹
Customer/Client/ Stakeholder		
Internal Process		
Learning and Growth		
Financial		

¹ Specify the lead person responsible

Policy and Resource Implications

List any resources, policy changes or permissions you need if the team is to deliver on its plan.

Monitoring and Reviewing Progress

Specify how the team will monitor and review progress against the plan so that everyone on the team is mutually accountable and any relevant stakeholders kept informed.

Team Ground Rules

List any agreed ground rules or policies that govern how the team operates and how team members are expected to behave.

Team Development Plan	
Using the three factors listed below, identify areas for team development and suggest initiatives or actions to address the issues raised.	
Factor	Initiatives/Action Plan
Task <ul style="list-style-type: none"> Clearly understanding the objectives and tasks Seeing where the tasks fits into the overall scheme of things Planning how tasks will be accomplished Having the necessary resources; time, tools, authority, etc Evaluating results and ensure that mistakes are learned from 	
Team <ul style="list-style-type: none"> Setting and maintaining the team's objectives and standards Ensuring that the team is involved as a unit in achieving the tasks Constantly working to keep the team working as a unit and to avoid disruptive influences Ensuring good communication with and between team members Encouraging cooperation, coordination and collaboration Resolving conflict and developing good relations 	
Individual <ul style="list-style-type: none"> People seeing that their work can be satisfying Clearly defining targets by which they (and others) can measure their performance Considering incentives, financial or otherwise, and whether these have a positive or negative effect on them Giving praise where it is due Making sure we know what is going on within the team Respecting people as individuals Involving people, where possible, in the total job to keep their interest alive Monitoring working conditions and seek improvements where required Looking out for better ways of doing things. 	