**Team Planning Process**

Teamwork is not always equal, but it’s fair.

Detailed planning and transparency are key characteristics of successful teamwork. In aid of supporting your team assignments, this document provides a framework that is a hybrid of information processing and project management tools.

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| Team Name: Date:  Team Members: |

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| **Launching Phase** | **Team Comments** |
| As a team, discuss expectations behavioral norms and accountability. | **Team expectations:** |
| **Behavior:** |
| **Consequences for missed expectations/deadlines:** |

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| **Organizing Phase** | **Team Comments** |
| Discuss the scope and scale of the team assignments.  Include:   * Information required and research requirements * Roles and Responsibilities of each team member. Consider rotation of team roles. | **As a team we have clarified the requirements of our team assignments as follows:**  Course XXX:  Course YYY: |
| **Research Requirements (if applicable):**  Course XXX:  Course YYY: |
| **Roles and Responsibilities:**  *(What specific roles are required for the team assignments?)*  Course XXX:  Course YYY: |
| Discuss your schedule and work plan.  **Include all team assignments across all courses.** | Dates of planned face to face and/or virtual team meetings:   |  |  | | --- | --- | | Date and Time | Topics to be discussed | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |  |  |  | | --- | --- | | Course XXX:  Due date for Draft 1:  Due date for Draft 2:  Due date for final edit and submission: | | | Course YYY:  Due date for Draft 1:  Due date for Draft 2:  Due date for final edit and submission: |   You can amend your work plan as you progress with the team assignments. Please place your team’s work plan into a shared document and include the link to that document here.  LINK:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

This is one example of a visual work plan that can easily be created as an Excel file.

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|  | Course 123 Tasks | Ownership | Sep 1-7 | Sep 8-14 | Sep 15-21 | Sep 22-28 | Sep 29 – Oct 4 | Oct 5 - 11 | Oct 12 - 18 |
| 1 | Research |  |  |  |  |  |  |  |  |
| 1.1 | XXX | Name |  |  |  |  |  |  |  |
| 1.2 | YYY | Name |  |  |  |  |  |  |  |
| 1.3 | ZZZ | Name |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| 2 | Next Task |  |  |  |  |  |  |  |  |
| 2.1 | XXX | Name |  |  |  |  |  |  |  |
| 2.2 | YYY | Name |  |  |  |  |  |  |  |
| 2.3 | ZZZ | Name |  |  |  |  |  |  |  |

In your work plan:

* Include all tasks that are needed to deliver the team assignment(s) in **all the courses**.
* Each team member can take ownership of specific tasks.
* Note important dates (e.g. due dates for the different drafts/parts, submission) for both your team assignment as well as the individual assignments to give you the overall picture of deliverables.

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| **Reflection Phase**  To be completed after the completion of all team assignments |  |
| List changes, if any, to roles while doing the team assignments.  Comment on the reason for changes and the impact of those changes. | **HINT: Keep notes about changes to roles as you progress through your assignments.** |
| List changes, if any, to the timeline and how they impacted the deliverables of the assignments. | **As above** |
| As a team, list **3 insights** of your teamwork and collaboration focusing on what worked and what would have made you more successful.  List **1 personal action step** each team member will implement in the next set of team assignments. | Insight 1:  Insight 2:  Insight 3: |