Exemplar: Team Planning Process

Team Work is not always equal, but it's fair.

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

This is meant as a living document, so add and make changes to your team comments as you see necessary.

Team Name and Team Members:
Team Awesome: John, Joey, Paul, Grace, Ting

Launching Phase	Team Comments
Team Agreements: (Hint: Refer to your Team Agreements) As a team discuss and list expectations, behavioral norms and rules. Include: • Individual and team expectations • Consequences to missed expectations/deadlines • Agreed behaviors • Mode of communication	***Team expectations:*** • Our team has agreed to send notifications one day before meetings with time and place on WeChat • Our team has agreed that 5 min early is on time and if someone cannot attend a meeting they will inform the team as soon as possible • Our team has agreed that one person will act as the note taker and capture the key points and next steps of our meeting • Our team has agreed that creativity, open thought and communication are key values • Our team has agreed that we each have an accountability partner • Our team has agreed that we uphold academic integrity, demonstrated by delivering quality as agreed upon with proper APA referencing • Our team will schedule face to face sharing, communication, and brainstorming meetings. • Our team agrees to do a mini debrief at the end of each meeting

	Behavior: • Each team member holds team meetings and commitments as the most important • Each team member will complete their research and portion of the assignment at the agreed upon deadlines • Each team member will engage in the process of inquiry before judging a situation – individually and as a team - especially when the team is not moving forward effectively • Each team member will demonstrate respect through a positive, encouraging attitude, demonstrating clear communication, and being supportive. • Each team member commits to fully listen, being inclusive, and being honest • If there are issues (family, work, health, etc.) that are interfering with the teamwork, communicate in advance to establish a work plan and distribution.
	Consequences: • If a team member is late more than twice they bring coffee and snacks to next team meeting • If a team member is not delivering their work on time (or at all) the first step is to have a group meeting and ask for clarification and ask for what kind of support is needed – if the behavior does not change (not completing work) the team will document the behavior and include the instructor, team coach, and program office for support. • A mediated session with instructor, team coach, and/or program staff can occur to support the team • If a team member is not responding according to the communication criteria the team will document what was done and send an email including the instructor, team coach, and program office. • A check in with team coach and/or faculty can be scheduled to support the development of action steps • If there has been no resolution or adjustment of behavior

	the team members can request differential grading from the instructor and discuss with the program office disciplinary action
	Mode of communication. *What technologies and why will this work for you?* • Google Drive – specifically word/excel/powerpoint – we will develop working documents for everyone to have access • We Chat • Slack • Facebook Closed Group • Skype, Facetime, wechat video, zoom, if a member cannot physically make it to a meeting

Organizing Phase | Part 1	**Team Comments**
Discuss with your team the scope and scale of the assignment. Include: • How you will agree on your topic, your specific claim/question?	*Topic:* How did you go about choosing this topic? 1. As a team we achieved clarity from the instructor on the assignment 2. We all reviewed the assignment guidelines and developed individual ideas, rationale, and research background to support our idea. 3. We met in person, used a brainstorming/collaborative/debate approach and determined the top choice by _____ (democracy, leadership, etc..) method.

Identify information required and research requirements (sub headings)	***Research Requirements:*** (APA, grammar, numbers of articles, resources, quality of writing, etc.) 1. We determined we had 3 sub-headings and decided what kind of research would be required (2-4 quality references). 2. We developed a system for on-line collaboration where ongoing work/research could be housed so all team members could benefit from the research (ex: google docs) 3. Once we completed our preliminary research we will meet again to clarify and confirm that our original strategy was accurate. We support and fine tune our work to ensure we have a collective voice. 4. We take the next step in our research to fill in and round out any apparent gaps.
Define Roles and Responsibilities of each team member that support this particular project	***Roles and Responsibilities:*** Specific roles, the job description of that role with at least three bullet points with job/team member Example: John Facilitator: • Agenda sent out 1-2 days before meeting • Books breakout room • Starts meeting and keeps team on task according to the agenda, ensures that all voices are heard • Reflects on meeting and next steps/meeting & time Dalia Project Coordinator • Supports the development of the timeline, ensures that each team member is working effectively towards the due dates • Helps ensure the overall direction is happening • Supports the efficiency of the group

	• Acts as a spokesperson for team members • Supports the editing team members
Organizing Phase | Part 2	**Team Comments**
Discuss your work plan and schedule. Make sure to cross reference with other courses and assignments. Include: • Dates of face to face and virtual team meetings planned • Due Date for preliminary and secondary (if applicable) research • Due Dates for Draft 1 and 2	Hint: Use an excel spreadsheet to outline your plan* Work backwards from due date to create your plan

Reflection Phase	**Team Comments**
List changes, if any, to roles, reason for changes and the impact of those changes.	Teams keep continual notes capturing these thoughts as they proceed
List changes, if any to team timeline and how these changes were communicated to instructors (if required) and the impact on the assignment	Changes are noted in minutes as the project unfolds
As a team list 3 highlights of your team work and collaboration focusing on	This will be done as a final step by the instructor or Team Coach using an electronic or handwritten self/peer assessment, and/or a team and individual written

what worked and what would have made you more successful? List 1 personal action step you will implement in your next team.	submission