Team Effectiveness

Name: _____ **Company:** _____ **Date:** _____

Communication: Scored: _____ of 5 Items

- ❑ Communication among team members is open and honest.
- ❑ Individuals use consideration and tact when offering opinions.
- ❑ Individuals keep others informed about their own projects and priorities.
- ❑ Team members listen respectfully to one another.
- ❑ The team effectively involves everyone in discussions so that a few people do not dominate.

Conflict: Scored: _____ of 3 Items

- ❑ The team is willing to surface issues and deal constructively with conflicts.
- ❑ When in conflict, team members state their own needs and wants clearly.
- ❑ Team members communicate directly with one another to resolve conflicts.

Decision-Making: Scored: _____ of 3 Items

- ❑ Prior to making decisions, the team elicits ideas from all members.
- ❑ The team makes decisions through blending ideas, rather than through force.
- ❑ Team members evaluate alternatives before making a decision.

Environment: Scored: _____ of 4 Items

- ❑ Individuals are optimistic and enthusiastic about the future.
- ❑ Morale is at a high level.
- ❑ Team members feel a sense of ownership for the projects they work on.
- ❑ Individuals effectively manage stress.

Feedback: Scored: _____ of 3 Items

- ❑ Team members praise one another for a job well done.
- ❑ When things do not go well, individuals give timely, constructive feedback.
- ❑ Team members offer words of encouragement to one another.

Mission: Scored: _____ of 3 Items

- ❑ Team members receive an amount of information about the long-term direction of the team.
- ❑ There is a common mission for the team members.
- ❑ Team members understand how their individual roles support the team mission.

Performance: Scored: _____ of 4 Items

- ❑ Individuals take risks to find new and better ways to get things done.
- ❑ Individuals have a significant say or influence on decisions that affect their jobs.
- ❑ Team members have the skills needed to accomplish their role within the team.
- ❑ Team members demonstrate commitment to producing high-quality results.

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Teamwork: Scored: _____ of 6 Items

- ❑ Individuals interact well with others of different personalities.
- ❑ The team does an effective job of sharing responsibility among members.
- ❑ There is a high degree of trust among team members.
- ❑ The team represents itself effectively as a cohesive group to the rest of the organization.
- ❑ The team values the opinions of all members.
- ❑ Individuals show support for team decisions.

Time: Scored: _____ of 4 Items

- ❑ Individuals stay focused on the issues at hand during meetings.
- ❑ The team manages its time effectively.
- ❑ During high volume periods, team members effectively prioritize responsibilities.
- ❑ Team meetings are well-organized and are a valuable use of time.

Summary questions:

1. What is the team's greatest strength?
2. What is the team's greatest development need?

Team Development

Team Technical Competence: Scored: _____ of 11 Items

- ❑ Demonstrates technical skills related to team mission.
- ❑ Seeks challenging projects that will improve technical skills.
- ❑ Demonstrates technical knowledge related to business of the team.
- ❑ Gets appropriate technical education and training.
- ❑ Seeks information about new developments in business-related technology.
- ❑ Uses technical resources outside the team when necessary.
- ❑ Makes technical manuals, policies, and standards available to all members.
- ❑ Involves members in cross-training.
- ❑ Monitors work processes to achieve quality standards.
- ❑ Makes effective corrections to technical problems.
- ❑ Looks for ways to increase quality of products and services.

Team Interaction: Scored: _____ of 11 Items

- ❑ Requests information when needed.
- ❑ Shares information freely.
- ❑ Asks for opinions when needed.
- ❑ States opinions honestly and openly.
- ❑ Listens to members to understand and learn.
- ❑ Holds meetings when needed.
- ❑ Plans and organizes meetings well.
- ❑ Conducts productive meetings.
- ❑ Gives team members feedback about goal achievement.
- ❑ Gives team members feedback about team interaction.
- ❑ Seeks feedback from team members.

Team Unity: Scored: _____ of 12 Items

- ❑ Operates in accordance with team norms.
- ❑ Cooperates with team members.
- ❑ Supports and assists team leader.
- ❑ Supports and assists team members.
- ❑ Shares resources with team members.
- ❑ Demonstrates trust in team members.
- ❑ Shows respect for team members.
- ❑ Exhibits high levels of morale and enthusiasm.
- ❑ Continues interpersonal relationships outside of work.
- ❑ Shows appreciation for diverse backgrounds and talents of members.
- ❑ Resolves interpersonal conflicts to meet the needs of members.
- ❑ Resolves team conflicts.

Team Creativity: Scored: _____ of 7 Items

- ❑ Uses meetings to brainstorm for new ideas.
- ❑ Encourages team members to offer suggestions and ideas.
- ❑ Expresses appreciation to team members who offer suggestions and ideas.
- ❑ Encourages team members to experiment with new solutions.
- ❑ Takes calculated risks to experiment with new solutions.
- ❑ Commits time and resources to experiment with new solutions.
- ❑ Focuses on learning from mistakes and failures-not blaming.

Team Planning: Scored: _____ of 8 Items

- ❑ Regularly reviews organization goals and strategic plans.
- ❑ Periodically reviews and revises the team vision.
- ❑ Periodically discusses and reaffirms team values.
- ❑ Regularly reviews team goals, objectives, tasks, and deadlines.
- ❑ Contributes to defining team goals that support organization goals.
- ❑ Contributes to prioritizing team goals.
- ❑ Creates action plans to achieve goals.
- ❑ Monitors task achievement.

Team Empowerment: Scored: _____ of 15 Items

- ❑ Clearly defines work roles of team members.
- ❑ Clearly defines leadership roles of team members.
- ❑ Clearly defines areas for team involvement in decision making.
- ❑ Clearly communicates realistic team expectations.
- ❑ Clearly communicates realistic individual expectations.
- ❑ Clearly defines authority of team members to take action as needed.
- ❑ Expresses support for team member decisions.
- ❑ Holds team members accountable for task completion.
- ❑ Holds team members accountable for goal achievement.
- ❑ Makes needed information available to team members.
- ❑ Makes adequate resources available to team members.
- ❑ Makes adequate facilities available to team members.
- ❑ Makes adequate equipment available to team members.
- ❑ Makes additional personnel available to team members when needed.
- ❑ Makes training and development available to team members as needed.

Team Motivation: Scored: _____ of 10 Items

- ❑ Periodically reviews individual roles, performance, and expectations.
- ❑ Expresses encouragement when members need it.
- ❑ Sets team goals that inspire achievement.
- ❑ Formally recognizes team achievements.
- ❑ Celebrates team achievements.
- ❑ Rewards team achievements.

- ❏ Sets individual goals that inspire achievement.
- ❏ Formally recognizes individual achievements.
- ❏ Celebrates individual achievements.
- ❏ Rewards individual achievements.

External Team Relationships: Scored: _____ of 10 Items

- ❏ Communicates openly with leaders.
- ❏ Communicates openly with other elements within the organization.
- ❏ Communicates openly with customers.
- ❏ Seeks input and feedback from leaders.
- ❏ Seeks input and feedback from other elements within the organization.
- ❏ Seeks input and feedback from customers.
- ❏ Takes appropriate action based on input and feedback from leaders.
- ❏ Takes action based on input and feedback from other elements within the organization.
- ❏ Takes appropriate action based on input and feedback from customers.
- ❏ Communicates team decisions to stakeholders.

Project Team

Objectives: Scored: _____ of 5 Items

- ❏ Project objectives are clearly defined.
- ❏ Project objectives are realistic and achievable.
- ❏ Team members are committed to achieving project objectives.
- ❏ Project objectives are supported by top management.
- ❏ Project objectives are understood by other stakeholders.

Membership: Scored: _____ of 5 Items

- ❏ The project team has the right number of members.
- ❏ The project team has the right mix of skills and expertise.
- ❏ Project team members are well suited for their roles.
- ❏ The selection process for picking team members was fair.
- ❏ The number and mix of sub-teams are appropriate.

Plans and Schedules: Scored: _____ of 5 Items

- ❏ Project plans are clearly defined.
- ❏ Project schedules are realistic.
- ❏ Project plans have the appropriate level of detail.
- ❏ Project plans are updated and modified as needed.
- ❏ Project plans are communicated to the appropriate people.

Meetings: Scored: _____ of 5 Items

- ❏ The frequency of team meetings is appropriate.
- ❏ There is a clear agenda for each team meeting.
- ❏ Sufficient time is allotted for each agenda topic.

- ❏ Decisions and action items are clearly identified.
- ❏ Meeting discussions and outcomes are well documented.

Member Relations: Scored: _____ of 5 Items

- ❏ Team member participation is balanced.
- ❏ Communication among members is open and honest.
- ❏ Conflicts among members are surfaced and resolved.
- ❏ Team members help each other if needed.
- ❏ Team members engage in collaborative problem-solving.

Leader Effectiveness: Scored: _____ of 5 Items

- ❏ The team leader provides clear direction.
- ❏ The team leader helps the team work together.
- ❏ The team leader keeps key stakeholders informed.
- ❏ The team leader uses his/her authority appropriately.
- ❏ The team leader brings out the best in team members.

Facilitator Effectiveness: Scored: _____ of 5 Items

- ❏ The facilitator provided appropriate team training.
- ❏ The facilitator promotes balanced participation.
- ❏ The facilitator encourages open communication.
- ❏ The facilitator helps surface and resolve conflicts.
- ❏ The facilitator helps the team to be self-sufficient.

Stakeholder Relations: Scored: _____ of 5 Items

- ❏ Project stakeholders have been clearly identified.
- ❏ Project stakeholders are encouraged to provide input.
- ❏ The concerns of project stakeholders are taken into account.
- ❏ Project stakeholders are kept informed of team progress.
- ❏ Project stakeholders support the team in its efforts.

Resource Management: Scored: _____ of 5 Items

- ❏ There is sufficient time to complete this project.
- ❏ There is sufficient budget to complete this project.
- ❏ There is sufficient manpower to complete this project.
- ❏ There is sufficient information to complete this project.
- ❏ There is sufficient equipment and materials to complete this project.

Results: Scored: _____ of 5 Items

- ❏ The project team achieved its objectives.
- ❏ Project recommendations were approved.
- ❏ Project recommendations were implemented.
- ❏ Project results are being monitored and evaluated.

❑ Project results are proving to be successful.