

# **GUIDED CREATION OF A TEAM CONTRACT**

Team Name: \_\_\_\_\_

Date: \_\_\_\_\_

Members: \_\_\_\_\_

## **Purpose**

This exercise guides your team through discussions that forge a “contract” among your members. You will negotiate shared understandings and record them for all members to see. This exercise also helps you receive instructor feedback on your contract to make it more effective.

## **Importance of Team Processes**

First, discuss what is important to your team. Then rate each process (listed below) for its **importance** to your team’s productivity.

Use the following definitions for **importance** ratings:

**Low:** *Managing this process will not significantly affect the productivity of the team.*

**Medium:** *Managing this process may affect team productivity, but it is not crucial to productivity.*

**High:** *Managing this process is crucial for the team to be highly productive.*

| Area                        | Team Process Name                         | Importance of Process |        |      |
|-----------------------------|---|-----------------------|--------|------|
|                             |   | Low                   | Medium | High |
| <b>Team Relationships</b>   | Building an inclusive supportive climate  |                       |        |      |
|                             | Gaining buy-in and interdependence        |                       |        |      |
|                             | Resolving conflicts to enhance teamwork   |                       |        |      |
| <b>Joint Achievements</b>   | Establishing shared team goals            |                       |        |      |
|                             | Managing tasks to achieve team goals      |                       |        |      |
|                             | Producing competent consensus outputs     |                       |        |      |
| <b>Member Contributions</b> | Allocating responsibilities to members    |                       |        |      |
|                             | Achieving quality work from members       |                       |        |      |
|                             | Facilitating team member growth           |                       |        |      |
| <b>Team Information</b>     | Achieving effective in-team communication |                       |        |      |
|                             | Managing stakeholder communication        |                       |        |      |
|                             | Building shared knowledge assets          |                       |        |      |

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## **Team Relationships**

Discuss what your team expects regarding **team member relationships**. What is required to establish productive within-team relationships? Describe below what is desired as outcomes and methods employed to:

- (a) Establish an **inclusive climate** in your team,
- (b) Obtain strong **member commitments**, and
- (c) Resolve **member conflicts**.

## **Joint Achievements**

Next define what your team expects in **work that is done together**. What is needed for establishing and achieving high quality work done together? Below describe the processes you will use and standards you will employ to:

- (a) Establish shared goals,
- (b) Plan and monitor progress toward team goals, and
- (c) Conduct joint meetings or other efforts to produce high quality joint work products.

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## **Member Contributions**

Discuss what your team expects regarding **work done by individual members** toward achievement of team goals. What are your team's expectations about individual team member contributions? Describe below the desired outcomes and methods to be employed to:

- (a) Allocate work among team members,
- (b) Ensure desired work quality and timeliness from members, and
- (c) Encourage member professional growth that supports team success.

## **Team Information**

Next, discuss what your team expects regarding communication and information handling. In the space below, describe your team's standards and processes for ensuring compliance in:

- (a) Communication among team members,
- (b) Communication with outside stakeholders (clients, public, etc.), and
- (c) Maintaining secure, professional documentation of project knowledge assets.

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## Roles and Responsibilities

What roles and responsibilities are vital to your team's success? As a team, list specific job titles and associated responsibilities to be assigned to members of your team to ensure that:

- (a) All important project development and team management functions are covered, and
- (b) Desired progress will be achieved even under trying conditions.

| Job Title | Principal Responsibilities of this Role |
|-----------|---|
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Make wise job assignments to all of your team members. For each member of your team, define and justify specific role assignments. Your justifications should address:

- (a) The match between the person and the responsibilities, and
- (b) The overall workload assigned to that person.

| Name | Job Title(s) | Rationale for Assignments to this Person |
|------|--------------|--|
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