Team Contract Parts

Purpose
Teams often define and attempt to live by their established operating procedures. The purpose of this exercise is to identify the principal issues for which guidelines or procedures need to be established in a “team contract.” By discussing these issues openly and frankly, your team will be able to forge a plan that fits your team’s needs—leading to better team performance and member satisfaction.

Learning Objectives
Upon successful completion of this lesson, you will be able to:

1. Identify the major type of issues that need to be addressed in a team contract
2. Describe similarities and differences in member perspectives regarding desirable team behaviors
3. Begin to articulate specific expectations regarding team and member behaviors.
4. Articulate a rationale for assigning members specific team roles.

Tasks
1. As a team, review the twelve types of team processes summarized below. Rotating among members, have each person put into their own words what they understand one of the processes to be, until all twelve processes have been reworded.

<table>
<thead>
<tr>
<th>Area</th>
<th>Team Processes</th>
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<th>Team Processes</th>
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<tbody>
<tr>
<td>Team Relationships</td>
<td>Building an inclusive supportive climate</td>
<td>Member Contributions</td>
<td>Allocating responsibilities to members</td>
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<td></td>
<td>Gaining buy-in and interdependence</td>
<td></td>
<td>Achieving quality work from members</td>
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<td></td>
<td>Resolving conflicts to enhance teamwork</td>
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<td>Facilitating team member professional development</td>
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<tr>
<td>Joint Achievements</td>
<td>Establishing shared team goals</td>
<td>Team Information</td>
<td>Achieving effective in-team communication</td>
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<td></td>
<td>Managing tasks to achieve team goals</td>
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<td>Managing stakeholder communication</td>
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<td></td>
<td>Producing competent consensus outputs</td>
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<td>Building shared knowledge assets</td>
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2. Complete Part A of the attached worksheet to document what issues team members perceive to be important to team effectiveness in each of the four areas: team relationships, joint achievements, individual work, and team information. If a personality inventory has been performed (e.g. Myers-Briggs), address the impact of the team’s various personality types on team relationships, joint achievements, individual work, and team communication.

3. Complete Part B of the worksheet to identify important considerations for assigning team members to specific responsibilities.

4. Be prepared to report your team’s discoveries to others in the class.
Worksheet: Team Contract Issues

Part A: Areas of Concern in Teams

Team Relationships
List issues of concern related to **within-team relationships**. These may include managing team climate, gaining member commitment, resolving conflicts, etc.

Joint Achievements
List expectations or procedures that should be defined to achieve synergies when **doing work together** (e.g., goal setting, project management, meetings).

Individual Contributions
What expectations should be defined to ensure that desired **work is done independently by individual members** for the sake of the team (e.g., making assignments, work standards, member skill development)?
Team Information/Communication

List expectations or procedures needed to ensure that team information management and communication within and outside the team will support team success.

Part B: Assigning Roles and Responsibilities

Team Roles

Considering what the team must accomplish, what member roles (e.g., project manager, client liaison, leader, website manager, budget contact) are most important to support team performance and project success?

Assigning Responsibilities

Considering the team’s project, member attributes and desires, and learning targeted in this class, define a rationale for assigning roles to your team members. If a rotating is roles is relevant, when and how should the rotation occur?