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Assessing Team Dynamics

A Checklist for the Team Leader

|  |  |  |
| --- | --- | --- |
| **Team characteristic** | **Questions to ask** | **Actions to take when deficient** |
| **A shared sense of belonging** | □ Does the team act like a cohesive team?  □ Did the members actively participate in selecting roles? | * Conduct weekly meetings. * Resolve issues as a team. * Foster close interaction. * Create a common workspace. |
| **Common goals** | □ Did everyone buy in to the goals during the launch?  □ Do team members know how their work supports the goals?  □ Do team members have a sense of urgency about the work? | * Discuss goals at weekly meetings. * Make sure that goals are measurable. * Post charts that display team results against the goals. * Set weekly progress objectives against the goals. |
| **Team ownership of commitments** | □ Does the team own its tools, processes, and plans?  □ Is the team keeping its plans up to date as the job changes?  □ Is the team focusing on the highest priority work? | * Don’t let the team play victim. * Challenge the team members to fix any process or plan issues on their own. |
| **Shared responsibility for high quality products** | □ Did the team produce an aggressive quality plan?  □ Is the team striving to meet its quality plan?  □ Does the team make recovery plans when there are quality problems? | * Ensure that the team properly gathers its defect data. * See if the members’ work is guided by their quality plans. * Have the team identify and fix quality problems before test. |