

Team Building

Groundwork Checklist

In the early part of team building, team members clarify what it means to be on the team: what process they will work on and what kind of progress is expected. From these goals and expectations they draft a plan. The first few meetings may be devoted largely to team building and education. After team members have been exposed to principles, they are ready to begin work in earnest on the process or problem. Usually, they study the process or problem to learn more about it. Theories are checked by collecting data, and appropriate actions determined after analysis. The loop of problem analysis and data collection continues until the team is satisfied that it has identified and addressed the root causes of problems.

The following is a list of questions under the various steps that should be asked to spur discussion and action related to a team building project.

Step 1: Determine the nature of the project (Goals, expectations).

- What process or problem will the team study?
- What are the boundaries of the team's work (e.g., what parts of this process or problem should the team NOT study)?
- Why is the project important?
- What needs of the community, the Lions Club, or the work area will be addressed?
- What data was collected to support the choice and focus of the project?
- If you have no data, what kinds should you collect to support your choice?
- What are the goals or desired outcomes of this project?
- What magnitude of improvement is the team expected to make?
- What changes are expected to result from this project?

Step 2: Settle team membership and logistics

- Who makes up the project team?
- Who will be the team leader?
- Who will be members of the team?
- What work areas or technical specialties must be represented for the team to accomplish its missions?
- When, where, how often, and for how long will the team meet?
- How often do you expect the team to meet with the project team? What are the dates?

Step 3: Describe the expectations and support the team will have.

- When will the project begin?
- What is the target date for completion?
- Will the team need financial resources? If so, what are possible sources?
- What decision-making authority will the team have?
- What training will team members need? In what skills? Who will provide the training?
- What specialists may be needed to provide support on technical matters?
- Are there other resources (technical support, equipment, supplies) that this team will need?