



Team Playbook

Instructions: Use this document during early meetings of a team's work together to help establish positive working norms and methods for accountability.

GOAL/PURPOSE (why we work together)

Goal:	Milestones:
Deadline:	
Purpose (meaning + impact):	

SHARED PRACTICES (how we work together)

Criteria for evaluating ideas:	Expectations for personal/interpersonal conduct:
Decision-making process:	Ways to build psychological safety and trust:
Communication flow and form:	How and when value and effort is recognized:

STRENGTHS + ROLES (who does what)

List the members of the team along with their key strengths and focused responsibilities.

continued >



CREATING PEAK PERFORMING TEAMS

Below is a list of common or necessary roles for team success. Be sure each is covered by at least one person. Articulate specifics where you can.

<input type="checkbox"/> Gather information:	<input type="checkbox"/> Communicate with others:
<input type="checkbox"/> Analyze data:	<input type="checkbox"/> Enhance team cohesiveness/camaraderie:
<input type="checkbox"/> Coordinate efforts:	<input type="checkbox"/> Resolve conflict:
<input type="checkbox"/> Track progress:	<input type="checkbox"/> Other:
<input type="checkbox"/> Assure quality:	<input type="checkbox"/> Other:
<input type="checkbox"/> Provide leadership:	<input type="checkbox"/> Other:

RESOLVING CONFLICT (how and when)

Agreed upon process:	Mediator:
	Final authority:
	Time limit:

ACCOUNTABILITY (holding team accountable as a unit)

How measured/by whom/when:	Ways to call out violations:	Clear/fair consequences:

RESOURCES (support to enable success)

What will be provided:	By whom:	By when:

Comments/Actions: