



VIRGINIA IT AGENCY

**PROJECT TEAMBUILDING
LAUNCHING THE TEAM**



PROJECT TEAMBUILDING

Enhancing Performance Improving Results

PROJECT TEAMBUILDING

COURSE OBJECTIVES

- Understand the difference between a group and a team
- Learn tools and techniques for:
 - defining the team
 - establishing mission and goals
 - documenting authority and decision making
 - setting norms and expectations for the team

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PROJECT TEAMBUILDING - QUOTE

Coming together is a beginning.
Keeping together is progress.
Working together is success



If everyone is moving forward together, then success takes care of itself.

~Henry Ford

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GROUP OR TEAM?

Group

A group is defined as a number of people or things that are together or in the same place or a number of people who are connected by some shared activity, interest, or quality

Team

A team is defined as a group of individuals organized to work together to accomplish a set of objectives that cannot be achieved effectively by one individual

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WHAT IS THE DIFFERENCE BETWEEN A TEAM AND GROUP?

Team

- Team are interdependent for overall performance
- Teams committed to common purpose or set of performance goals
- Teams hold themselves mutually accountable

Groups

- Individual contributors
- Vying for individual outcomes

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A group qualifies as a team only if its members focus on helping one another to accomplish project objectives.



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TEAM BEHAVIOR

- **T**reat others with dignity and respect
- **E**xchange the needs and impacts on your own work with others
- **A**ctively seek and receive feedback for improvement
- **M**ake timely decisions and solve problems quickly



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LAUNCHING THE TEAM



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DEFINE THE TEAM

- Identifying what is needed on the team rather than who you want on the team.
- Assess a candidate's technical experience and emotional intelligence, it is also important to assess their work style and work/life balance approach.

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MISSION AND GOALS

- Team members must share a sense of why the team exists and must invest in accomplishing the mission and goals
- Team members must know what needs to be done next, by whom, and when to achieve team goals
- Team members should know their roles in getting tasks done and when to allow a more skillful member to do a certain task

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TEAM CHARTER

Multiple reasons exist for preparing a team charter:

1. Document the team's purpose and clearly define individual roles, responsibilities, and operating rules.
2. Establishes procedures for both the team and agency management on communicating, reporting, and decision-making procedures. It lays out a blueprint for conducting business for the acquisition and defines how the team works in an empowered manner, including setting out responsibility and authority.
3. Facilitates stakeholder buy in by including key members in the decision making process and obtaining their concurrence along the way.

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AUTHORITY AND DECISION MAKING

- Team members must clearly understand authority and decision making lines
- Team members must deal with conflict openly and this is considered very important to decision-making and personal growth
- Team members should feel that their unique personalities are appreciated and well utilized

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NORMS AND EXPECTATIONS

- Group norms and expectations for working together are set and seen as standards for everyone in the groups
- Each team member must find team meetings efficient and productive and look forward to this time together
- Team members must know clearly when the team has met with success and share in this equally and proudly

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RULES OF ENGAGEMENT



Description

This is a guided discussion that results in a documented contract among team members for how to treat each other with dignity and respect. Since the definition for treating others with dignity and respect vary from person to person, this tool will help the team identify and document the various elements of behavior critical to the success of team performance.

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RULES OF ENGAGEMENT - EXERCISE

Establish group norms in 6 categories

Basic courtesies

Operating agreements

Problem Solving and decision making

Accountability

Conflict resolution

Leader's role

Define the meaning of dignity and respect for the team

Agree to hold each other accountable