

Progressive Technology Project Team Worksheet

This form is meant to help PTP clarify and manage the teams working on different PTP projects.

1. Overarching goals what broad goals does this team exist to address?
2. Team Purpose what does this team exist to do? How will this team address the overarching goals?
3. Duration of Team? short term? long term?
4. Timeline what is the timeline for this team? What are the major milestones and/or due dates?
5. Decision making process full consensus? loose consensus with a "decider" If there's a person who makes final decisions, who is it?
6. Team Leader:
7. Team Members:
8. Member roles and responsibilities who is doing what
9. Check-in process and frequency? daily check-in calls? Weekly meetings? How often does this team need to check-in, and how
10. Who else should be in the loop or involved? does this project/team intersect with other PTP work? How will this team keep in contact with other intersecting teams?
11. Evaluation/Assessment/Reflections how did it work? What needs to change?