Project Launch Tool and Supporting Guidance

Projects and initiatives can emerge quickly and with urgency within organizations, and it can be difficult to make time for colleagues to get to know one another or establish agreements. Yet, relationship building efforts create trust which is the foundation for successful collaboration.

The project launch tool is meant to help project teams build relationships and trust as they embark upon work together. It is a part of the **cultivating trusting relationships** element.

HOW TO USE THIS TOOL

This tool provides the skeleton materials necessary to walk a team through the project launch tool. **Feel free to tailor these materials to meet your specific needs and context and leverage existing opportunities within your team to engage in this work (e.g., divide between multiple existing meetings, use existing meeting structures to work through the tool, iterate on the process over months as work allows). *Please make electronic copies of the materials for team use.***[1] The sections of this tool include:

- Objectives
- Additional resources

There are many ways these tools can be used. One example is as follows:

> *The Education First project teams use this tool to guide every project. At the beginning of a project, the project manager asks each team member to independently reflect on their working styles and the characteristics of White Dominant Culture they'd like the team to focus on dispelling, and complete the first sheet in the tool. The team reviews each other's responses and engages in a discussion about how to work together in equitable ways. The team returns to the tool when they engage in equity pauses (i.e., time when the team pauses their work to reflect on equity within the work), step-backs when the team composition*

[1] Instructions for how to make electronic copies can be found in the Coherence Toolkit Overview.

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changes and/or the conclusion of a project. A project manager may also ask the team periodically in team meetings to reflect on the ways in which the team has lived their goals around dispelling White Dominant Culture and the ways they want to continue to do so moving forward.

OBJECTIVES

By using this tool, you will be able to:

- Identify the strengths and growth areas for a team
- Foster relationships and trust within the team
- Determine practices for the team to engender equity throughout their project work

RESOURCES

Additional resources can be found in the Coherence Resource Guide.

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