

Team Health Check

Focus Areas	Drivers	Questions
Leadership		
		1. Our team leader is directive when the team gets off track or needs to focus. 2. Our team leader drives the team to anticipate where problems might occur. 3. Our team leader provides advice and counsel to team members. 4. Our team leader effectively represents our team's interests to key stakeholders (including senior leaders). 5. Our team leader works to build relationships among team members.
WHAT we do as a team		
	Goals and Objectives	6. Team goals and objectives are aligned with business goals. 7. We take time to clearly define our project tasks and timelines. 8. Our team goals and objectives are updated regularly
	Roles and Responsibilities	9. Members of this team understand what is expected of them. 10. Members understand each other's specific roles and responsibilities on this team. 11. Members of this team are clear about the support they need to provide to each other to meet deliverables.
	Processes and Procedures	12. Our team circulates agendas prior to meetings. 13. Our team has clear decision-making processes. 14. Our team tracks decisions, conclusions and action items.
HOW we work together as a team		
	How We Treat One Another	15. Members of this team take the time to get to know one another – i.e., their values, interests, areas of expertise, work style and cultural differences. 16. We let members know if they are not meeting the needs of the team. 17. Members of this team act in ways that show that they care about one another.
	How We Operate and Learn As A Team	18. We spend time assessing how well we're working together. 19. We make time to discuss tensions on the team. 20. When we encounter an obstacle, we quickly get out of the non-productive discussion to find ways of overcoming it. 21. We act decisively to address challenges.
	How We Engage Stakeholders	22. We work to understand the priorities of our team's key stakeholders. 23. We communicate relevant information to our stakeholders in a timely manner. 24. Our team is effective at managing the relationships of key stakeholders outside the team.

Open-ended questions:

25. What specifically does our team do well?
26. What is getting in the way of our team's effectiveness?