

The Team Effectiveness Checklist

Take a reading on team effectiveness every week or so by having each team member rate the team's performance on the factors below. Use the following grades:

- A** This is a major team strength.
- B** We are doing quite well on this.
- C** So so — needs improvement.
- D** Weakness in this area is serious.

	Date: _____	Date: _____	Date: _____	Date: _____	Date: _____
Clearly defined outcomes					
Continuity of relationship					
Inspiring common purposes					
Measurable goals and deadlines					
Agreement on how and when					
A common fate (all go up and down together)					
Competent and committed team members					
Good communication, quick feedback, open information					
A strong network with other teams, intraprises, and enterprises					
Mutual support					