

Team Expectations Worksheet

1. Communication mechanisms (What mechanisms will we use to communicate? What is the purpose for each? How often? Who is the audience?)
2. Decision-making process (How will we make decisions? What is our escalation process?)
3. Responsibility (Who is responsible for what deliverables? What support can we expect from each other?)
4. Leadership (What is expected of team leadership? Who leads meetings, sends communications, etc.?)
5. Quality standards (Exactly what will our deliverables look like? What level of quality is acceptable?)
6. Personal accountability (How will we hold each other accountable?)
7. Consequences (What are the consequences for not abiding by team agreements?)