Team Process Checklist

PURPOSE

This tool is designed to provide a health check for teams, and if there is a problem, to help determine what that problem is. It assists people to think through three aspects of teamwork: communication, coordination and cooperation. If a 'no' response is recorded for any of the items this should be used as the starting point for a discussion with members of the team. Please note that while this tool is as comprehensive as possible, it will not detect all of the ways teams can become impaired.

COORDINATION

- ☐ Are the roles and responsibilities of team members clear?
- ☐ Are actions always carried out as expected?
- ☐ Does everyone have a common understanding of information relating to the operation?
- ☐ Is there a clear and common purpose?
- ☐ Is everyone adjusting to meet the demands of the situation?
- ☐ Are team members requesting assistance from others, where necessary?
- ☐ Are team members correcting any mistakes made by others?

COMMUNICATION

- ☐ Is information being passed on in a timely manner?
- ☐ Is information being passed on accurately?
- ☐ Are team members ensuring that information has been received and understood by others?
- ☐ Are appropriate communication procedures being used?
- ☐ Are situation updates being provided?

COOPERATION

- ☐ Does everyone show a willingness to work as a team?
- ☐ Do team members exhibit confidence and trust in each other?
- ☐ Is everyone following team objectives without opting for independence?
- ☐ Are any differences of opinion being resolved effectively?
- ☐ Is anyone creating unnecessary conflict?

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