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|  | District Capacity Project2016-2017 |

## TEAM REFLECTION & REVIEW School District: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  Team Processes & Operations |
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|  |  Needs work Exceptional |  Notes\*  *(If not applicable, please write NA)* |
|  Our team uses the following operating principles: |
| * Team creates norms and holds members accountable to them
 |[ ] [ ] [ ] [ ]   |
| * Team members have well-defined roles
 |[ ] [ ] [ ] [ ]   |
| * Team has a system in place for creating agendas as well as taking and distributing meeting notes
 |[ ] [ ] [ ] [ ]   |
| * Team has a clear process for decision-making that creates shared ownership of all decisions
 |[ ] [ ] [ ] [ ]   |
| * Meetings are organized and developed with team input
 |[ ] [ ] [ ] [ ]   |

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|  Teaming & Relationships |
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|  |  Needs work Exceptional |  Notes |
|  Our team members: |
| * Are committed to investing the time necessary to carry out the work
 |[ ] [ ] [ ] [ ]   |
| * Are excited to be engaged in this work and believe we can make it work
 |[ ] [ ] [ ] [ ]   |
| * Trust each other
 |[ ] [ ] [ ] [ ]   |
| * Feel our voices are welcome, respected, and valued
 |[ ] [ ] [ ] [ ]   |
| * Feel safe, are able to take risks, can be honest and vulnerable, ask questions, acknowledge errors, and engage in difficult conversations
 |[ ] [ ] [ ] [ ]   |

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|  CAPACITY, Sustainability, & Adaptability |
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|  |  Needs work Exceptional |  Notes |
| We have the people we need on our team to be successful  |[ ] [ ] [ ] [ ]   |
| Our team has the structures in place to sustain the work through challenges such as changes in leadership, team membership, funding, or political climate  |[ ] [ ] [ ] [ ]   |
| Our team is able to creatively address and bounce back from setbacks and challenges to our project |[ ] [ ] [ ] [ ]   |
| Members of our team can effectively explain to and/or teach others what labor-management collaboration means and entails. |[ ] [ ] [ ] [ ]   |

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|  Communication |
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|  |  Needs work Exceptional |  Notes |
| Team members monitor the active participation and listening of all members during meetings |[ ] [ ] [ ] [ ]   |
| Our team has an agreed upon method of communication both in meetings and between meetings, as well as formally and informally |[ ] [ ] [ ] [ ]   |
| Our team has a communication plan for distributing information about the collaboration and project to non-team members |[ ] [ ] [ ] [ ]   |

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|  Project Management & Implementation |
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|  |  Needs work Exceptional |  Notes |
|  Our team: |
| * Has a clear understanding of what we are trying to accomplish
 |[ ] [ ] [ ] [ ]    |
| * Understands the root causes and drivers related to our project
 |[ ] [ ] [ ] [ ]   |
| * Effectively uses data and research to learn and problem solve – decisions are evidence-/research-based
 |[ ] [ ] [ ] [ ]   |
| * Effectively uses meeting time to address top priorities and concerns, review project timeline, and produce next steps
 |[ ] [ ] [ ] [ ]   |
| * Intentionally and fairly distributes responsibility amongst team members
 |[ ] [ ] [ ] [ ]   |
| * Is able to keep up with and monitor all work and activities related to our collaboration
 |[ ] [ ] [ ] [ ]   |
| * Has established project outcomes and a way to measure success
 |[ ] [ ] [ ] [ ]   |
| * Assesses and evaluates both project and team successes and challenges
 |[ ] [ ] [ ] [ ]   |
|  We have a plan for carrying out our project that is: |
| * Collaborative
 |[ ] [ ] [ ] [ ]   |
| * Feasible
 |[ ] [ ] [ ] [ ]   |
| * Aspirational
 |[ ] [ ] [ ] [ ]   |
| * Beneficial
 |[ ] [ ] [ ] [ ]   |

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