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|  | District Capacity Project2016-2017 |

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

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| Team Processes & Operations |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | |  | 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 |  |  |  |  |  | |
| Teaming & Relationships |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | |  | 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 |  |  |  |  |  | |
| CAPACITY, Sustainability, & Adaptability |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | |  | 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 |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | |  | 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 |  |  |  |  |  | |
| Project Management & Implementation |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | |  | 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 |  |  |  |  |  | |