

Team Building

Ground Rules and Process Actions

Team Building Ground Rules

- **Decide by team members early & throughout project life**
- **Obtain best people** – Team players must be compatible. Members may be changed.
- **Agreement on major actions** – established by team members
- **Team politics exist** – keep out of them or try to minimize, at least.
- **Team Leader is role model** – practice what you preach
- **Teamwork** is created, not forced.
- **Delegate** – Best way to assure commitment
- **Review and evaluate** team effectiveness often
- **Watch** for “teamwork disrupters” and deal with them immediately. Change team members if necessary.
- **Team building** takes time – allow for it.

Team Building Process Actions

- **Plan team building** by establishing ground rules, needs, reasons for team, etc.
- **Negotiate** for team members when conflict arises
- **Hold** a “kick-off” meeting
- **Organize** team – set goals
- **Obtain** member commitments
- **Build** communication links
- **Incorporate** team building activities into all **project activities**