

Seven Steps

Introduction

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Ask the
ExpertAbout
This Project

to Performance-Based Acquisition

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Seven Steps

1

Establish the team.

2

Describe the problem.

3

Examine private-sector & public-sector solutions.

4

Develop PWS or SOO.

5

Decide how to measure & manage performance.

6

Select the right contractor.

7

Manage Performance.

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Ground Rules

Ground rules deal with the behavioral norms team members can expect from each other during team meetings. Establishing ground rules or group norms is a powerful determinant of the informal group structure and will greatly influence whether or not the team is successful.

Sample Ground Rules

1. Use X decision making method.
2. Share all relevant information.
3. Stay focused. Discuss a topic enough for everyone to be clear about it.
4. Don't take cheap shots.
5. It is all right to disagree openly with any member of the group.
6. Ask questions, when you don't understand.

Source (with permission): Human Management Services, Inc.

Operating Procedures

Operating procedures refer to the team's procedural and logistical norms. Establishing these norms early in the life of the team will reduce the amount of time devoted at each meeting to deciding who is responsible for certain items and tasks.

Sample Operating Procedures

1. Have an agenda at each meeting. The group determines its own agenda at end of session.
2. Meetings start on time. We'll start without you.
3. Consensus decisions will not be revisited unless there's additional information on the subject.
4. For a quorum, there must be at least X members (total) present.
5. There must be a facilitator present at each meeting.
6. Length of the meeting will be determined by the agenda and agreed to up front.
7. Substitutes will not be allowed for individual meetings.
8. Meetings will be held on a regularly scheduled basis.
9. The Team Leader is responsible for logistics, but all members are responsible for assisting as necessary.
10. Minute-taker duties (capturing major decisions) will be rotated every meeting. The Team Leader is exempt.
11. If you can't make a meeting, notify the Team Leader as soon as possible.
12. Source (with permission): Human Management Services, Inc.

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