**POINT OF DEPARTURE (PoD)**

**PURPOSE**

Setting and aligning expectations in a team starting up a project together is a hugely important part of team-building and building a solid foundation for a group to reach their goal. The Point of Departure is a set of questions and areas that a team can use to guide them through a reflection around the project at hand and their team to set up a good foundation.

Based on the PoD you can later create a structure that fulfills all person’s need if you want and can. Feel free to make the tool your own (you group’s) own.

**TIMEFRAME**

1-8 hours

**PARTICIPANTS**

2-10

**When?**

When in a learning journey

When starting up a project

**MATERIALS**

Pen and paper/Computers for documentation

**RELATED MODELS**

IMGD, OPENNESS & TRUST SPIRAL, COMFORT ZONE, FIRO, JOHARI WINDOW, LEARNING SPIRAL, CONTENT & PROCESS MODEL, WELL OF KNOWLEDGE.

**OUTLINE**

Create a safe space. Remember that it takes openness to create trust and vice versa. The team chooses the areas and questions they think to be relevant for their work process. Important to have a good mix of HOW and WHAT questions. Below you have examples of questions to choose from but please add the ones you think are relevant and would make you a more effective working team.

You give your individual answer to the questions and remember to speak from the I and talk about behaviours. Document it all one by one in a shared document. You do not have to agree and the discussion can be the starting point of creating team guidelines and a project plan.

The time needed is depending on how deep you decide to go into each question. It can as easily take one day to finish.

At least once, during the project, set a specific time to revisit the PoD and answer the questions or some of them again. Do not change anything just add on your new/other answer.

**Questions for the Process - The How**

How do I feel for their joint task of this project?   
How do I feel for my individual task?   
What binds me to the project?   
What are the feelings individually in relation to the project topic?   
What opportunities and barriers are there in the initial stage?

What do I need to show up and do the work?

What will get in the way of me showing up and doing the work?

What does support look like to me? Giving and receiving

**SOCIAL GROUP CODEX**

Leadership of the group?

Followship of the group?

Which other roles are needed? Who wants to do what?

How much effort from the different individuals in the group?   
Mutual obligations?

When and where do we have meetings?   
Degree of preparation for meetings with the group?   
Degree of preparation for meetings with client?

Who takes notes?

Who creates the meetings?  
Attendance requirements?   
Time limits for meetings?   
How much work between meetings?   
Time limits and deadlines for carrying out tasks in the project?   
How do we socialize outside the project?

How is effective feedback given in the group?   
How often and how do we give effective feedback to each other?   
What happens if these agreements are not kept?

**CRITERIA FOR SUCCESS & FAILURE**

I would feel that the project was a success if... – Personal -  
  
 What challenges you as an individual? What do you personally get out of the project?   
  
– Team - How do you want the group to work together?   
  
– The result - What result do you want? Where's the ambition?

**TEAM INFORMATION**

How do I handle stress? How can you notice when I start to get stressed?   
What do I need from the others when this happens?   
Any absences already planned?   
Personal things that can affect me during the project?   
Competency profiles for all participants.

**Questions for the Content - The What**

**PROJECT INFORMATION**

Background? Long term or short term project? How broad is the scope of the project? Purpose? For both participants and clients?

**OBJECTIVES & LONG TERM STRATEGY**

What is the basic idea, the main goal of the project? What difference does the project make? What values do we want to work by, and how will they show in the project? (align as a group) What are the critical success factors that we should pay particular attention to? What is the group's overarching role and responsibilities in relation to the project?

How do we ensure that we are connected and aligned with the other teams, and the project in its whole?

**OPERATIONAL STRATEGY**

What are the milestones? Who is responsible for what? What are the the project's concrete activities? How will the group secure that the planned milestones are being followed-up? Who is responsible for doing it?

**STAKEHOLDERS**

Who can currently be identified? What interests do they have? What influence do they have? Are there immediate conflicts between stakeholders? The target audience for the project?

**THE PROJECT**

What are your groups vision? Your client's vision? Does your visions differ? What potential and opportunities do you see? What areas will you focus on? How much resources are needed, and what resources are available? Timeframe? How many meetings are required? Contact information for every team member? External key people? How will communication take place? When do you not communicate? How should it be reported?

Date for when to revisit PoD: