

# Team Building Activity      Clarifying Project Expectations

This assessment is designed to help you clarify what you hope to achieve through a current project. After completing the questionnaire, you should have a much clearer idea of what you need to do personally to achieve your goals and what you expect from others who are working with you on the project. To be of greatest benefit, the questionnaire should be completed BEFORE you attend the first meeting of your team.

In the space below, give the name of the project you are thinking about:

Project Name:

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Now think about what this project means for you. In the spaces below, list up to five **personal** goals that you would like to achieve by completing this project. Your personal goals might include learning an important lesson, impressing your supervisor, building collaborative relationships with others, or any other goal that you think this project might help you achieve.

Personal Goals:

Goal 1:

Goal 2:

Goal 3:

Goal 4:

Goal 5:

For each of these goals, visualize how you can achieve that goal. What will need to happen in your team for your goal to be achieved?

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After clarifying your personal goals, think about what the project means to your team. In the spaces below, list up to five **team** goals that must be achieved for the project to be successful. Your team goals might include earning a good evaluation from the supervisor, pleasing the client, building a group that can work well together in the future, having a good time, or any other goal that you think this project might help your team achieve.

Team Goals:

Goal 1:

Goal 2:

Goal 3:

Goal 4:

Goal 5:

For each of these goals, visualize how your team can achieve that goal. What will need to happen in your team for your goal to be achieved?

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Finally, take stock of the resources available to you and to the team to achieve these goals. What do you personally have to contribute to the project? In the spaces below, list the five most important things you think you can contribute to achieving both your goals and the team goals.

Personal Resources: I can contribute the following talents, skills, and other resources:

Resource 1:

Resource 2:

Resource 3:

Resource 4:

Resource 5:

Team Resources: In the following spaces, list five things that are needed to achieve your personal and team goals that you must find in others--things that you cannot contribute yourself but which are important for the success of the project:

Need 1:

Need 2:

Need 3:

Need 4:

Need 5:

## **Student self-evaluation: group presentation**

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Name:

Date:

Course/module:

Presentation title:

Group members:

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Do you feel you understood what was required of you for this assignment      Yes/No?  
What do you think you were expected to do to get good marks for this assignment?

What were the strengths of the way your small group worked together?

What difficulties, if any, arose in your small group? How were these addressed?

How well do you think you contributed as a group member? What was the main role you played in the group?

How well do you feel you performed in your part of the group's presentation? What, if anything, would you do differently if you were to do it again?

How constructive were you in feedback to people from other groups when they made their presentations? Do you feel there is anything you could do better?

What did you learn more generally about how to work effectively in groups?

Give yourself and each member of your group a mark out of 5 for the contribution they made towards the group presentation (5 would be the highest mark, and 0 the lowest).

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|---------------|----------------|
| 1. Your name: | Mark out of 5: |
| 2. Name:      | Mark out of 5: |
| 3. Name:      | Mark out of 5: |
| 4. Name:      | Mark out of 5: |

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Student signature:

Date:

Please complete the marking criteria sheet. The tutor will use the same criteria to mark your work. You will receive a mark (out of 5) for this evaluation sheet.