| **Team Building Consideration** | **Activities** | **Accomplished? (Yes or No)** |
| --- | --- | --- |
| **Product Concept Document** | * Is the Product Concept Document approved? * Is the Product Concept Document shared/distributed? |  |
| **Team Composition Requirements** | * Are team skills and competency requirements identified? * Are potential sources to acquire team members identified? |  |
| **Functional Managers** | * Are functional managers who manage team members identified? * Are functional managers supportive? (If not, escalation may be required.) |  |
| **Team Onboarding** | * Is the team in place? * Are all gaps filled? (If not, alternative resources need to be identified and acquired.) |  |
| **Roles and Responsibilities** | * Has the RACI document been completed and shared? * Have all team members committed to their roles? |  |
| **Product Vision** | * Is a product vision shared? * Do all team members support the vision? (If not, non-support must be addressed and remedied.) |  |
| **Goals** | * Are SMART Goals established and shared? * Does the team support the goals? (If not, non-support must be addressed and remedied.) |  |
| **Team Acquisition and Release** | * Are team members on board when required? * Are team members released when tasks are completed? |  |
| **Initial Project Charter** | * Is an Initial Project Charter completed by the team? * Is the Project Charter approved? |  |