

Process Analyst Report Form

Activity Title _____

Team Members _____

☺ Evidence of Effective Process Skills	☹ Evidence of Ineffective Process Skills

1. Use of Time

100% |-----| 100%
Socializing |-----| On Task

2. Which three process skills (from the list) did your group do particularly well?

3. What process skill(s) need improvement? Explain.

4. What frustrated your group most today?

5. Team Effectiveness:

We were |-----| We
NOT |-----| Rocked!
Effective (0%) (100%)