Team Health Check

Use this "**Team Fundamentals" Quick Reference Checklist** as a health check on how your team is currently performing. This can be used as a discussion guide during regular team meetings. Team members can share their view on how the team is doing in each area and generate ideas to help the team become more effective. Circle **yes** or **no**.

GOALS & OBJECTIVES

Y/N Are goals clear to all team members?

Y/N Do members champion the goals within their functions?

Y/N Do we regularly update our goals?

ROLES & RESPONSIBILITIES

Y/N Is there clarity around who is doing what on our team?

Y/N Are the interdependencies identified and are members held accountable for deliverables?

Y/N Are team members working in silos?

PROCESSES & PROCEDURES

Y/N Are task related processes understood and followed by team members?

Y/N Does our team make effective decisions?

Y/N Are our meetings productive?

Y/N Is our team effective in executing it's strategies and goals?

Y/N Do we have a rewards and recognition plan to acknowledge team successes?

RELATIONSHIPS

Y/N Do we have team norms that are being honored by all members?

Y/N Do members treat each other with dignity and respect?

Y/N Is the work style of each member helpful or disruptive to the team?

Y/N Do we practice giving and receiving feedback from each other?

LEADERSHIP

Y/N Is the team leader providing clear direction to this team on work priorities?

Y/N Does the team leader create a work environment where team members feel energized and motivated to excel?

Y/N Does the team leader work to solve problems?

Y/N Is the leader representing the team's efforts and concerns to external stakeholders?

Y/N Does the leader take time to enhance the team's effectiveness?

EXTERNAL ENVIRONMENT

Y/N Is our team effective at managing the relationships outside of the team?

Y/N Do we have a communications plan to keep those impacted by our team informed of progress?