

Team performance, productivity and trust is enhanced when the team shares a common approach and sense of purpose. This document will help to guide you through the process and approach for developing a common sense of purpose for your Employer Project Team.

## 1. Purpose

Summarise the following questions in a sentence to help your team understand everyone's motivations and develop a common sense of purpose.

[illegible]

## 2. Approach

Practise what you P.R.E.A.C.H: Collaboration rules made by teams, for teams.

Answer these 12 quick questions, then you will be ready to collaborate!

<b>P</b>	Project Management and Communication	<p>What communication tools or channels will you use to collaborate and manage your project?</p> <p>How will you manage team workload &amp; assign tasks?</p>
<b>R</b>	Relationships and Team roles	<p>Who is the project lead, defined here as the person who will coordinate the project? Will this role rotate at certain intervals?</p> <p>What roles will other team members undertake? Think about your technical strengths and your human strengths, do you excel at ideation or are you amazing at proofreading?</p>
<b>E</b>	Empathy and Listening	<p>How will you make sure all members of the team are heard?</p> <p>How will you reconcile different ideas, points of view, or disagreements?</p>

<b>A</b>	Attitude and Availability	<p>Choose three attitudes or values that define your team ethos.</p> <p>When are meetings held and what communication is expected outside of meetings?</p>
<b>C</b>	Contribution and Escalation	<p>What defines satisfactory contribution in your team?</p> <p>If contribution is lacking how will you address and escalate this?</p>
<b>H</b>	Help and Feedback	<p>How will you support your teammates?</p> <p>How and when will you give feedback on tasks completed or work in progress?</p>

### 3. Team Name

Choose a team name that represents the unique aspects of your team:

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### 4. Signed Agreement

I agree to abide by the agreements made as a team for the duration of the Employer Project.

I agree to contribute equitably to this project and maintain regular communication with my team.

I agree that failure to keep these agreements may result in being removed from the team.

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Team Member Name

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Signature

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Team Member Name

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Team Member Name

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*Chiaki Tachikawa*

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