

# Team Contract

Ready2ACT Sample that was adapted from MARTINTATE, LLC.

Team Name \_\_\_\_\_

## A. Commitments

*As a Team we will:*

1. Be honest and realistic in planning and reporting project scope, schedule, staffing, and cost.
2. Operate in a proactive manner, anticipating potential problems and working to prevent them before they happen.
3. Promptly notify our customer(s) and sponsor of any change that could affect them.
4. Keep other team members informed.
5. If team members can not make a deadline, they will inform the person requesting the information.

## B. Team Meeting Ground Rules: Participation

*We will:*

1. Be honest and open during meetings.
2. Encourage a diversity of opinions on all topics.
3. Give everyone the opportunity for equal participation.
4. Be open to new approaches and listen to new ideas.
5. Avoid placing blame when things go wrong. Instead, we will discuss how it can be improved.

## C. Team Meeting Ground Rules: Communication

*We will:*

1. Seek first to understand, and then to be understood.
2. Be clear and to the point.
3. Keep discussions on track.
4. Practice active, effective listening skills.
5. Speak with each other first, in person, and privately about concerns instead of speaking to others or non-team members.

## D. Team Meeting Ground Rules: Problem Solving

*We will:*

1. Encourage everyone to participate.
2. Build on each other's ideas.
3. Use team tools when appropriate to facilitate problem solving.
4. Whenever possible, use data to assist in problem solving.

# Team Contract Ready2ACT Sample that was adapted from MARTINTATE, LLC.

## E. Team Meeting Ground Rules: Decision Making

*We will:*

1. Make decisions based on data whenever feasible.
2. Seek to find the needed information or data.
3. Discuss criteria (cost, time, impact, etc.) for making a decision before choosing an option.
4. Encourage and explore different interpretations of data.
5. Get input from the entire team before a decision is made.

## F. Team Meeting Ground Rules: Handling Conflict

*We will:*

1. Listen openly to other points of view.
2. State our points of view and our interests in a non-judgmental and non-attacking manner.
3. Seek to find some common ground for agreement.

## G. Use of Technology

1. We will use the telephone or voicemail when \_\_\_\_\_.
2. We will respond to voicemail every \_\_\_\_\_.
3. We will use email when \_\_\_\_\_.
4. We will respond to email every \_\_\_\_\_.
5. We will use \_\_\_\_\_ when \_\_\_\_\_.
6. We will respond to \_\_\_\_\_ by \_\_\_\_\_.

## H. Meeting Guidelines

1. Meetings will be held every \_\_\_\_\_.
2. Meetings will be called by \_\_\_\_\_.
3. Agendas will be issued one day in advance by \_\_\_\_\_.
4. Meetings will be facilitated by \_\_\_\_\_.
5. Evaluations of meetings will be conducted at the end of every meeting.
6. The scribe will issue minutes or supporting documentation within \_\_\_ days of the meeting if needed.

## I. Meeting Procedures

1. Meetings will begin and end on time.
2. Team members will come to the meetings prepared.
3. Team members will utilize a “yellow” card to interrupt, indicate a desire to speak, or point out a breach in this contract (i.e. keeping discussions on track, being clear and to the point, etc.)
4. A Parking Lot will be used to capture ‘off-the-subject’ ideas and concerns.
5. Unresolved issues will be added to the Issues list.
6. If a team member can not attend a meeting, he/she will send their backup.

## Team Member Signatures: