



TEAM **LEADER** TOOLS

Team Progress Review Tool

Team Progress Review Tool

Overview

What and Why

Teams that regularly review and discuss their progress, both results and processes, enjoy higher levels of success and satisfaction. Regular team progress reviews help to sustain strong team identity.

How

The following key actions can help you review team progress.

1. Help your team see the value in regularly reviewing the progress that the team is making. Help the team apply the tools provided.
2. Use the Team Charter Review Worksheet to hold a review discussion on how well the team is using and adhering to the Team Charter.
3. Use the Team Results Review Worksheet to hold a review discussion on the actual results the team is achieving and why.
4. Use the Team Process Review Worksheet to hold a review discussion on the processes that are most essential to the team's success.
5. Use the Start, Stop, Continue Worksheet to hold a review discussion on what the team and its members can Start, Stop, and Continue doing that will bring the team ongoing success.



Team Progress Review Model

Teams that regularly review and discuss progress have a higher sense of team identity and a clearer understanding of the success they have achieved.





Team Charter Review

Discussion Worksheet

CHARTER REVIEW DISCUSSION

Reviewing your team's charter allows your team to discuss and reconnect with WHERE it is headed and WHY it is important to go there. It allows you to reset the team's identity.

TEAM DISCUSSION

Here are a few questions to consider when reviewing the team's charter.

- Do we mutually understand our team's purpose, people, priorities, parameters, processes, and progress?
- Do we have a clear vision of where we are headed and do we like that vision?
- Is our vision still relevant and in alignment with the current realities and expectations of our team?
- Do the activities of the team seem focused and purposeful? Are they in alignment with our charter?
- Are we motivated to excel as a team and to achieve our charter?
- Do others in our organization understand our team's charter?
- Are we clear on who our sponsor and stakeholders are and what they expect from this team?
- Are we making progress toward our charter? Is there anything that needs to be changed or adjusted?

TEAM NOTES



Team Results Review

Discussion Worksheet

RESULTS REVIEW DISCUSSION

Reviewing results gives your team a chance to discuss and reconnect with WHAT specifically the team is striving to achieve.

TEAM DISCUSSION

Here are a few questions to consider when reviewing the team's results.

- What are the team's goals? What results are most important to us?
- Are our team goals Specific, Measurable, Attainable, Relevant, and Timebound?
- How are we measuring those results?
- What is our STATUS on achieving the results? What is our current performance? What results are we getting currently?
- What kind of gap is there between current results and desired results?
- What FACTORS are contributing to our success?
- What FACTORS are getting in the way?
- What is our PLAN for closing the gap between desired results and current results?
- How will we FOLLOW-UP with each other to ensure successful completion of our plan?

TEAM NOTES



Team Process Review

Discussion Worksheet

PROCESS REVIEW DISCUSSION

Reviewing the team's processes gives the team an opportunity to look closely at HOW it is achieving results. Team processes include the steps, methods, activities, and communication that the team uses to achieve results.

TEAM DISCUSSION

Here are a few questions to consider when reviewing the team's processes.

- What processes are most essential to our team's success?
- Are the team's processes in alignment with the team's charter and desired results?
- Do we mutually understand our team's processes – our team's work flow?
- Where are the bottlenecks and potential sources of waste or inefficiency in our processes?
- What can we do to make improvements to our processes?
- How well are we communicating and collaborating with each other?
- What are we currently doing well?
- What should we START doing that we are not doing now? What should we STOP doing that is getting in the way? What should we CONTINUE to do?

TEAM NOTES



Team Review

Start, Stop, Continue Worksheet

START, STOP, CONTINUE DISCUSSION

This worksheet provides a template for a team discussion around the behaviors and actions that are helping or hindering the effectiveness of the team process.

When it comes to working effectively as a team, what should we **START** doing, **STOP** doing, and **CONTINUE** doing?

	START	STOP	CONTINUE
Team practices, processes and methods.			

	START	STOP	CONTINUE
Team member actions and behaviors.			

	START	STOP	CONTINUE
Team leadership.			

