

DEPARTMENT/TEAM OVERVIEW



SUCCESS

Mission, Purpose (What is the reason we have this team? What drives us to work? How does our work contribute to the organizations mission and goals?)

This department exists to _____ and to provide _____

Purposes:

Major Achievements 2021

Major Goals 2022

SCOPE

Strengths and areas of expertise (definitely come to us if/when you need____)

In Scope (including shared responsibilities and expectations)

Out of Scope (goes outside our areas of influence or formal authority)

TEAM

Team Member Name

Job Role or Title

Responsibilities, Skills, Strengths (ex. Admin support, Excel expert, harmonizer)



TEAM

COMMUNICATION

Best way to communicate (Teams, IM, email, Zoom Calls, in-person, huddles, etc.)

Regular meeting frequency

Teams, IM, email, Zoom Calls, in-person, huddles, etc.

Regular Communication Vehicles

Newsletters, Twitter, Facebook, Slack, Podcasts

CULTURE

Norms

- How the team makes decisions,
- How the team resolves conflict,
- How the team interacts within the team
- How the team interacts with the organization
- How the team interacts with the community

Fun

- How we recognize and celebrate each other,
- How we recognize our successes and failures