

## Team Agreement

In this course, you will complete two case assignments with the same team. While team work can be a challenging endeavor, rarely are you able to complete a project start to finish without interacting with others.

After you complete the LDT program, you may be seeking a new position, and you'll want to show others what you're capable of creating and how you're capable of collaborating. The case assignments in the course are designed to give you the opportunity to not only develop and refine skills in these areas but also to allow you to come away with deliverables that demonstrate your capabilities.

To set your team up for success, you will create a project agreement that establishes roles, expectations, communication strategies, and so on. By creating a project agreement, the goal is to set yourself up for success and to reduce the occurrences of problems. In short, hopefully, the creation of the team agreement will not only facilitate team collaboration with your group in this course but also help you consider what successful team collaboration looks like.

In your team agreement, be sure to include (at least) the following aspects:

### ➤ Team Member Information and Roles

Team Member Name	Role	Contact Info (e-mail, phone, text, etc.)/Communication Preference

**Description of Each Role-** After you complete the table for each team member, be sure to clearly articulate what is expected of the individual filling that role.

**Notes on Roles:** *It is expected that you all will support each other in the development of assignments. So, in other words, each assignment has multiple parts, and **everyone is expected to contribute part of this content and is responsible for the overall quality of all project deliverables.** Roles might include, but are not limited to- Team Manager, Technical Writer, Graphic Designer/Document Formatter, Content Developer, Recorder, etc. One strategy is to read the assignment first, then, determine what roles you think will be needed. Also, from one case to the next, you may want to try different roles.*

### ➤ Team Communication and Material-Sharing Strategies

- Outline the tools that will be used for team communication
- Discuss the frequency of communication that is expected among team members
- Determine where team documents will be kept and how maintained
- Identify how deadlines will be established
- Create a process for determining assignment quality will be achieved and agreed upon



➤ **Team Values, Behaviors, and Expectations**

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- Consider and define (briefly) principles that will guide the team (e.g., communication, respect, etc.)
- List expectations for each team member (e.g., Each teammate is expected to respond within 4 hours of receiving a message)

➤ **Methods for Handling Team Issues**

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- If an issue arises, what is the chain of command for addressing it?
- If a teammate fails to complete a task, how will this be handled?

➤ **Articulate Self and Peer Evaluation Rubric**

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- Feedback is essential to developing and refining skills. After completing each of your team assignments, you will evaluate yourself and your peers.
- With your peers, develop the system that will be used for this evaluation.
- In your rubric, be sure to include measures to evaluate yourself and your peers' contributions to the assignment.
- The rubric should account for 10 points.
- Here are some examples that might be helpful as you design your rubric (Feel free to check out other web resources as you design your rubric):
  - > <https://www.northwestern.edu/searle/docs/History%20and%20Philosophy%20Self%20and%20Peer%20Evaluation.pdf>
  - > <https://teaching.cornell.edu/resource/group-work-how-evaluate-it>

➤ **Select a PM Tool to Use for Team Work**

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- Be sure to visit the resources on Blackboard (Course Materials → ID-PM Resources).
- There are several resources (e.g., open access textbook, templates, models, etc.) that may be useful as you complete various aspects of your projects.
- You are required to select a project management tool and use it to complete your team assignments.
  - > With your teammates, select a project management tool you will use to facilitate your group's work.
  - > Be sure to indicate what tool you selected in your team agreement.
  - > Here is a list of free tools:  
<https://blog.hubspot.com/marketing/free-project-management-software>

**Submit Your Team Agreement on Blackboard**

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- Once your team agreement is finished and accepted by all team members, one team member should upload the Team Agreement on Blackboard. Only one individual needs to submit this document, and it will submit for the other team members.
- Points for your team agreement will be awarded once your instructor has approved your plan.