



## Effective Teams Phase II Survey

Tuesday, September 07, 2004

Project: \_\_\_\_\_

Date: \_\_\_\_\_

*Please rank the following statements:*

		Never	Rarely	Sometimes	Frequently	Always	Why did you choose this ranking?
1.	We identify stakeholders and ask them to prioritize their expected results.	1	2	3	4	5	
2.	The project has a measurable vision and description of the desired results (outcomes, accomplishments, and deliverables).	1	2	3	4	5	
3.	The project has a defined end date and milestone timeline.	1	2	3	4	5	
4.	Each team member has clearly defined roles and assigned responsibilities.	1	2	3	4	5	
5.	We use a project workplan to track assigned tasks, completion dates, and dependencies.	1	2	3	4	5	
6.	We have identified potential obstacles and develop contingency plans as needed.	1	2	3	4	5	
7.	We use status reports to keep key stakeholders informed of project status.	1	2	3	4	5	
8.	We conduct regular meetings to update the team workplan and review assigned tasks.	1	2	3	4	5	
9.	Team members utilize time between meetings to work in smaller project groups.	1	2	3	4	5	
10.	Team members are aware of how their assigned tasks fit into the "big picture" of the project.	1	2	3	4	5	
11.	Our team identifies areas for improvement and ways to improve those areas for the next project.	1	2	3	4	5	

*If you have any questions or feedback, please feel free to contact Chuck Conrad (377-3912) or Ryan Raffaelli (962-0807)  
 – Effective Team’s Phase II Initiative –  
 “Plan the work. Work the plan.”*