RSS 6.141 Spring 2013

Guidelines for Team _____

We have designed the following guidelines together, to help us ensure that our team can negotiate future difficulties fairly and effectively. We understand that guidelines may be amended as needed, and we agree to do so as a team if the need arises. If a team member is unable to adhere to a guideline, we agree to communicate about it for the purpose of producing excellent work as an effective team.

Our shared values are (use the back for more space):

By "full participation," we mean:

By "fair distribution of workload," we mean:

1. In order to support the full participation of each of us on our team, we propose:

2. In order to uphold a fair distribution of workload, and to manage it effectively, we propose:

Signed: _____   _____

              _____   _____

ABOUT GUIDELINES:

1. Establish the values that you share as a team. Your guidelines should follow from your values.

2. A team problem almost always has a mutually satisfactory solution, provided that you communicate till you find it! So:

3. Work in the spirit of collaboration. The important thing for your team is to communicate. If something happens, bring it up and talk about it. Many seemingly insoluble team problems can be solved, or at least mitigated, by communicating. Many will get worse if you don't.

4. Guidelines like these are <u>preventions</u>: tools to help avoid problems before they arise. Problems happen. Prepare for them.

5. These guidelines will not be cast in stone. Do your best. If in the future you find that they're not working, get together and amend them.

6. Think of what guidelines will work for you. Recall times when you haven't been able, for whatever reason, to participate fully or to do your fair share. What would have helped you in that situation?

7. Qualities of effective guidelines:
      - define terms so you all agree on their meanings
      - make sure each of you can imagine following them
      - build in steps to take when the guidelines are not followed
      - be flexible, not punitive
      - the goal is to produce great work even if circumstances intrude