



A Giuliano Associates Tool for Organizational Development



TEAM READINESS

CHECKLIST

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TEAM READINESS CHECKLIST

Teams need certain conditions in order to engage and perform. The **Team Readiness Checklist** is organized into three categories that illustrate the conditions required for team success.

Alignment — Create a clear direction (vision, mission, strategy) and a plan (structure, roles & responsibilities, systems, processes) to achieve it.

Bench Strength — Build team capacity and culture to a state of constant readiness.

Coordinated Action — Ensure ongoing follow up and follow through with tracking and adjustment mechanisms to lead and manage through ever-changing business environments.

The Team Readiness Checklist will take you approximately 10-15 minutes. Consider each item carefully. The pronoun “we” refers to your immediate team. For each item in this survey, the only possible responses are: “Yes,” “Needs Work,” or “No.” If as part of the team, you cannot answer “Yes,” mark “Needs Work.”

A report of results can be generated and shared back with your team at an upcoming team meeting. From there, it is up to your team to decide where to place your attention in order to raise your state of team readiness.

Alignment (Create Shared Clarity)

We know and understand our Team Mission and Purpose.

We know and understand the Key Milestones and Timelines.

We know and understand our Roles and Responsibilities.

We know and understand who are Key Stakeholders are.

We know and understand our Accountabilities and Contribution Measurements.

YES	NEEDS WORK	NO

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Bench Strength (Build Capacity)

We understand and accept that change is normal and ongoing.

There is a willingness on our team to adjust plans and approaches to implementing our strategy.

We have the functional skills and abilities to enable us to engage and contribute to deliver the strategy.

We have the capacity to manage change-related anxiety and remain engaged.

We have the capacity to engage others in our organization with respect and openness through change.

YES	NEEDS WORK	NO

Coordinated Action (Get it Done)

We have a foundation of trust within our team and between teams and departments that enables effective cooperation to get things done.

We have a culture of openness and honest communication that facilitates strong alignment and high engagement.

We are supported with the right systems, processes, and resources.

We have a clearly-defined work breakdown structure. (RACI)

We have a mechanism for regular & on-going feedback.

YES	NEEDS WORK	NO