

# Team Canvas

25<sup>th</sup> January, 2022

# Groups have a tendency to go through four stages of development, much like human beings themselves.

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- A group starts with The **Forming** stage, when everybody in the group craves for inclusion and doesn't raise any concerns, just like children do with their parents.
- As the group develops, teenage-like **Storming** stage occurs, along with conflicts and counter dependence.
- As the group goes further, it gets to young adult-like **Norming** stage, when members start to learn to work together effectively.
- When things are finally figured out, the group gets to **Performing** stage, and works effectively and smoothly like a mature grown-up.
- Two most likely problems occur along the way:
  - Teams get stuck between first two stages, not being able to develop further (especially at Storming stage);
  - Groups don't have enough time or focused effort to resolve conflicts and develop into high performance teams organically.

## Self leading teams with a sustainable culture and high performance standards have a blend of purpose, openness & mastery

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There are times in a project when we need to come together as a team, clarify goals, figure out motivations and help all to be more aligned and productive.

The Team Canvas is a framework that helps team members to kick off projects and align on a common vision. It is used to smoothly start collaborative projects, let people learn about each other and accumulate enough momentum to get going.

The Team Canvas exercise that is described on the next page looks to start a structured conversation with a team to bring everyone on the same page, to give higher clarity and alignment on what we do, create productivity and minimise conflict.

In teamwork things that are not talked about tend to matter the most – this will hopefully start the conversation in a structured and productive manner. An example of where we want to get to (output) is on the last page

# These are the most important things for us to agree on to relaunch our project, realign our project team and get to know each other better

Name & Timing	Objective	Steps & Questions	Mechanics
Goals - 5 mins	What are the goals for the whole team as well as for each team member?	What do we want to achieve as a group? What does each member need to be successful? What are the key goals/objectives (SMART)? What personal goals do we want to share?	Ask the team members to agree on common goals and mention their personal goals for the project.
Roles & Skills - 5 mins	What are the roles and corresponding skills that each member brings to the table?	What are your names? What is your role in our team? What does each one of us need to be successful? What extra skills are needed?	Ask people to put their names on stickies, as well as their roles. If a person has multiple roles, use separate post-its.
Purpose - 10 mins	What is the team's purpose: the Why behind your goals?	Why are we doing what we are doing in the 1 <sup>st</sup> place? What is something more important that makes us pursue a common goal?	Ask the team to go one step beyond their common goal, and ask them why they do what they do.
Values - 5 mins	What are our core values (the most important principals) that we want to share in our team?	What do we stand for? What are our guiding principles? What are the common values we want as a team?	Ask the team what are the core values - the most important principles - that they want to share within the team. The team should agree on values, so everyone accepts the final set.
Rules & Activity - 10 mins	Agree on common ground rules and activities for our team	What rules do we want to introduce or agree? How do we communicate & keep up to date? How do we make decisions? How do we execute and evaluate what we do? How do we want to give and receive feedback?	Ask the team to agree on common rules and activities. Think of this as of outcome of the previous sections: a concrete set of rules and activities they want to implement.

# GOALS

Install all the equipment

Sell 6,000 units each year

Plan how to operate the factory

Finish construction project

Make great product consistently

Make 6,000 units each year

# ROLES & SKILLS

Barry  
Project Manager

Manage project delivery

Form a high performing project team

Manage project costs

## PURPOSE

Create a story about the place we make the product

Make a quality product that is asked for by name

Create an environment that attracts & retains staff

# VALUES

Trust

Happy team from grain to glass

Humour

Quality

Open communication

# RULES & ACTIVITIES

Park issues on the issue board

Team check in on Friday

Use the office diary to show where you are

Plan the week on a Monday. Team meeting

Keep focus on the agenda