



FIRST STEP: Team Collaboration Canvas

<p>Expertise Experience, Understanding, Mastery, Skills, Sharing</p>	<p>Belief Purpose, Intention, Motivation</p>	<p>Perspectives Roles, Thinking, Experiences, Stories</p>	<p>Behaviours Attributes, Approaches, Attitudes, Habits</p>	<p>Action Order, Task Dependencies, Methods, Policies</p>	<p>Culture Focus, Priorities, Conventions, Norms</p>	<p>Relationships Other Teams, Customers, Vendors, Partners, Networks</p>	<p>Infrastructure Spaces, Buildings, Utilities, Technology, Data</p>
<p>Technical capability Have you got people with appropriate skills and who know what is expected of them? Are there opportunities for team members to learn and be stretched?</p>	<p>Shared understanding Do team members have a common understanding of why they're here, the problem/need and the purpose of the project?</p>	<p>Balanced team Are team roles and accountabilitys explicit and well understood? Is the team the right size to be effective? Does the project have people with the right blend of skills? Can the team accommodate changes in membership by stage?</p>	<p>Respect Are discussions conducted respectfully? Is conflict well managed? Do team members interact in an open and transparent way? Ability to challenge Does the team actively challenge assumptions? Are questions encouraged? Does the team reframe their thinking to get new and different insights?</p>	<p>Velocity Does the team reflect and learn lessons to make more effective decisions, faster? Is the team renowned for getting things done? Permission to act Do team members have permission to try new things, stretch the boundaries? Proof of concept Does the team run tests to demonstrate the need for the idea and the value of the solution?</p>	<p>Decision making Are decisions made at the right level? Is there an appropriate degree of discussion of both short- and long-term implications and impacts? Are decisions timely and effectively communicated? Team dependencies Is there clear communication between team members to share insights, knowledge and learning which could lessen risk, complexity, resources, effort and timelines? Is your team viewed as "easy to do business with"?</p>	<p>Managed dependencies Is there a clear understanding of the impact on the organisation, including complexity, infrastructure, risks, resources, effort and timeline? Is there a clear understanding of who you depend on and who depends on you? Customer experience Does the team deeply understand what your customers need? Does it have the necessary information about the customer to resolve their issues?</p>	<p>Data Does the team have access to and use data to gather insights and monitor progress? Is the data analysed and presented in easy-to-understand conclusions and reports? Resources Does the team have sufficient time and capacity to complete the job to the highest standard? Co-creation and labs Does the team have the capacity for experiments to test ideas and generate new ideas? Metrics Does the team have metrics to capture the value of the work? Is it accountable for outcomes and the ROI?</p>
<p>Collaboration capability Do team members work positively together? Are they connected to customers, stakeholders and the organisation to understand their needs and perspectives?</p>	<p>Uniting vision Does every team member stand behind the group's vision and value? Is the vision clearly articulated and accessible to all?</p>	<p>Team leadership Is there one project lead who is accountable for results and can champion the mission inside and outside of the team?</p>	<p>Agility Are team members proactive and hands on? Can the team focus shift in response to new insights and evidence? Are experiments used to test and progress ideas?</p>	<p>Tools and processes Does the team use the right tools for developing and delivering the solution? Are processes well documented with defined workflows and owners? Co-design practices Are customers and stakeholders engaged in understanding problems and generating solutions?</p>	<p>Risk management Does the team use evidence and data to manage risks and inform ideas? Is appropriate action and advice used to form judgements and actions? Empowered people Is the team empowered to make decisions and escalate where appropriate? Does the team share stories, collaborate on tricky problems and share lessons learnt? Is individual excellence celebrated?</p>	<p>Effective partnerships Does the team know your vendors and partners? Are key contracts documented? Is there a trusting relationship in place? Are there established operational level agreements for down-level teams and partners? Connections Do team members make an effort to connect with others regularly online and in person? Do team members make an effort to connect with other teams, stakeholders, customers and the community?</p>	<p>Technology Does the team have access to technology to increase effectiveness and productivity? Do team members use available technology effectively to increase efficiency and collaboration?</p>
<p>Collaborative leadership Do leaders empower team members, listen and inspire? Knowledge sharing Do team members readily share knowledge and research? Are team members willing to learn?</p>	<p>Explicit value Is the unique value proposition clear? Is it clear what success means from the organisation and user perspective? Can the value be captured?</p>	<p>Diversity Are people with different perspectives, thinking styles, values and experiences heard in a psychologically safe environment? Outward facing Does the team welcome input from other teams, partners and the community? Does it seek external insights? Does it respond when others reach out?</p>	<p>Helpfulness Do team members help each other and other teams? Do they ask for help from other teams? Trust Do team members proactively disclose their insights to make the group more effective? Do team members display empathy? Do team members feel psychologically safe? Habits Does the team practice habits that reinforce sharing, listening and other positive team behaviours?</p>	<p>Sense of progress Does the team capture and use performance reports available, visible and helping your team improve? Are KPIs realistic and focussed on the correct metrics? Do individual team members get regular and constructive feedback?</p>			