GRPI TEMPLATE

### GOALS:

What outcome do we want to achieve?

As a team, our objective is to:

…………………………………………………………………………………………………………

### ROLES:

#### Role Responsibilities

In order to achieve our outcome, what are the things that need to be thought of and to be done? Update Column 1 (Work to be Done) in the table below.

In order to do these things what kinds of capabilities, skills or expertise do we need? Who in the team would be best equipped to handle the work to be done? Update Column 2 (Person) in the table below.

#### Work Process

What is the best way of sequencing the things to be thought of and to be done so that we can deliver the work efficiently and effectively? What has to be done in sequence? What can happen concurrently? Do we need to review the work process at any stage before final completion? If so, when? Update Column 3 (When) in the table below.

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| **Work to be Done** | **Person** | **When** |
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### PROCESSES (FOR THE TEAM):

How do we communicate and keep everyone on the same page so that there is common and shared understanding amongst the team members? Update Row 1 in table below.

How are we going to make decisions as we go along? Update Row 2 in table below.

How do we resolve potential conflicts that might arise? Who, if anyone, will be tie-breaker(s)? Update Row 3 in table below.

When problems arise, how do we resolve them? Update Row 4 in table below.

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| **Communications** |  |
| **Decision Making** |  |
| **Conflict Resolution** |  |
| **Probem Solving** |  |

### INTERPERSONAL / GROUND RULES:

1. What do we do to build trust?
2. How can we be sure we are sensitive to everyone’s needs?
3. What kind of environment do we want to create for the team?
4. What mindsets would be helpful?

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| **Ground Rules** |
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