

AGILE for NON-SOFTWARE TEAMS

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A Practical Guide for Your Journey



Supplementary resource for the book *Agile For Non-Software Teams*. More at AgileForNonSoftwareTeams.com

10 Team Design Criteria Worksheet

1. Write the **names and roles** of all the people currently defining, developing, and delivering value for the initiative. One name per sticky. Lay them out to form a visual representation of the **team design**. If someone is shared or part-time, reflect that too.
2. Score this **team design**: give each criterion 0, $\frac{1}{2}$, or 1 based on the extent to which the team's membership as a whole satisfies it, or could satisfy it given intention and support. Then, sum the numbers to produce the total score. Remember: **you're scoring the team as a unit**, not individuals.

Criterion	Meaning	Score
Mindset	Do (or could) all members align to a single set of values and beliefs?	
Communication	Can members communicate easily and effectively? (Would relocation, tooling, or synchronization of availabilities help?)	
Relationships	Do they <i>all</i> get along and have the potential of creating healthy working relationships?	
Motivation	Are all members motivated to do this team's particular work?	
Leadership	Is there enough supportive and enabling leadership on the team (whether dedicated or shared) to help them succeed as an Agile team?	
Finishing	Can they finish valuable deliverables without requiring (or with quick access to) people from outside the team?	
Quality	To the extent that producing quality results requires members to share ownership, do they (or could they) do that enough?	
Delays	When the team starts work they can finish on their own, can they do so without <i>internal</i> delays and bottlenecks?	
System	Can <i>other teams</i> proceed unhindered, if they have only limited access to members of this team?	
Improvement	Does this team regularly learn, seek and apply feedback, and improve their work? (Or, could it become the norm?)	
Total		

3. For each criterion that received 0, what would it take to raise it to $\frac{1}{2}$, and how likely is it to work out?
4. If the current or post-improvement score is less than 7, consider redesigning the team: move names around to explore team designs that accomplish the initiative's mission, align with the organization's overall strategy, and abide by the Agile values. Okay to add TBH's (To Be Hired), and okay to consider arrangements that don't include all current members. Calculate the score of each design.

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