



# Sample Team Plan

## Team Vision

This team will arrange, plan and execute on the most successful conference ever hosted by our company. Attendance will increase by 50% from the previous year and the average satisfaction rating of 4.5 out of 5 from all attendees.

## Team Norms and Values

Our agreed up norms and values are:

- Everyone is heard.
- Everyone is offered the chance to speak.
- Feedback is a critical foundation of high performance.
- Success is shared. Failure is shared. We are a team.
- We understand each other's strengths and weaknesses.

## Team Expectations

- Team roles:
  - Kathy: Team lead. Sets vision and is ultimately responsible.
  - Doug: Project manager. Ensures "trains run on time."
  - Victoria: Marketing lead. In charge of all things related to marketing and promotion of the event.
  - Brandon: Agenda lead. In charge of all speakers and content.
  - Sammy: Logistics lead. In charge of all things venue and equipment.
  - Bob: Power players. Helps wherever is needed!
- Communication expectations:
  - Each meeting includes a 2-3 line summary of major issues and next steps/action items.
  - Weekly updates sent via email.
- Meeting times and structures:
  - Weekly check-in at 10:30 AM on Tuesday.
  - Agenda sent by 4pm on Monday.
  - Responsibility for agenda rotates each week.