

## Working in Teams: Unit 3

### Initial Tools for Teaming: Ground Rules and Action Plans for HIT Teams

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## Unit 3 Objectives

At the end of this unit the learner will be able to:

1. Create and describe SMART ground rules.
2. Develop and refine a team action plan.
3. Establish ground rules and an initial action plan for an HIT team.

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## Unit Outline

Overview of Team Member Expectations and Ground Rules	
Setting team ground rules	
<ul style="list-style-type: none"> <li>• Setting ground rules</li> <li>• SMART ground rules</li> <li>• Examples of ground rules</li> <li>• Activity-Developing Ground Rules</li> </ul>	
Development of an Action Plan	
<ul style="list-style-type: none"> <li>• Purpose of an Action Plan</li> <li>• Elements of an Action Plan</li> <li>• Tools for Action Plans (PERT, MS Project, WBS, Gantt)</li> <li>• Activity— Create an Action Plan</li> </ul>	
Tools for Teaming	
Activity— Create Ground Rules for an HIT team	
Summary/Conclusion	

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## Team Member Expectations and Ground Rules

Coach John Wooden's six rules for creating an effective team included (Wooden, J, 2007):

1. Consider team spirit and morale.
2. Be alert to spot the good competitors and the poor ones.
3. Be alert for potential troublemakers and get rid of them.
4. Give each individual a fair chance and every opportunity he or she earns.
5. Consider fight, determination, courage, and desire.
6. Look for cooperation and good attitude.



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## Setting Team Ground Rules

Ground rules should focus on three elements:

- Tasks – Expected activities and deliverables for the team.
- Process – How the activities will be carried out.
- Norms – Ways in which team members will interact with each other.

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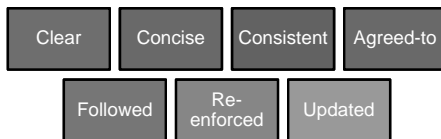
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## Setting Team Ground Rules

Ground rules are an important tool for helping individuals function together as a team. They should be:



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## Setting Team Ground Rules

Ground rules should be:

- Clear
- Concise
- Consistent
- **Agreed-to**
- **Followed**
- **Re-enforced**
- **Updated**

Process  
Monitor

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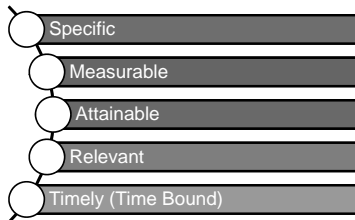
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## SMART Ground Rules

Ground rules should be written to be:



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## Examples of Ground Rules

Here is an example of one team's rules:

1. Project objectives are measurable and can be achieved in the short term.
2. Project work plan and implementation plan are clearly defined.
3. The problem is studied before a solution is created.
4. Meeting minutes are posted and feedback is provided.
5. Skeptics are involved on the Team.
6. Team members communicate daily with each other.



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## Activity I: Developing Ground Rules-Personal Reflection

Consider a team you were a member of that was a very positive and successful team experience. List between 4 and 6 key reasons you believe that team experience to be positive and successful.

Next, consider a team you were a member of that was not a positive nor a successful team experience. List between 4 and 6 key reasons you believe that team experience to be neither positive nor successful.

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## Activity I: Developing Ground Rules-Personal Research

Now that you have reflected on your own experiences with teams, both positive and not so positive, spend some time researching what others have provided as guidelines or ground rules for working in teams. Write an abstract (200 words maximum) that displays insights from two independent reference sources.

Next, develop a listing of 6 key ground rules that you would recommend be considered by your next team.

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## Why Create an Action Plan?



***“By failing to prepare, you are preparing to fail.” – Benjamin Franklin***

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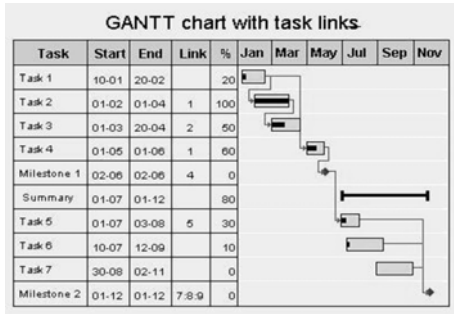
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## GANTT Chart



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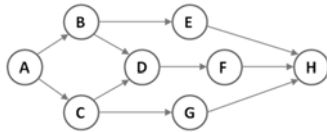
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## PERT Chart

Activity	Name	Predecessors	Estimated Activity Duration (weeks)
A	Launch the Project	None	5
B	Prototype the User Interface	A	5
C	Develop System Requirements	A	6
D	Design and Code the System	B, C	13
E	Develop User Training	B	6
F	Conduct Testing	D	4
G	Document the System Description	C	9
H	Deliver the System	E, F, G	2



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## Activity II: Developing an Action Plan-Personal Reflection

Consider a project or an important event that you have ahead of you. Use one of the approaches listed above to develop an action plan you believe would be the most appropriate combination of individual tasks necessary toward successfully accomplishing the project or event. After developing the action plan, reflect on why you selected that specific tool.

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## Tools for Teams

- Ground rule documentation
- Action Plan – action plan templates, project plans, WBS, Gantt, PERT, accountability templates, action item lists
- Meeting agendas
- Meeting minutes
- Data information tables and templates

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## Summary and Conclusion

Now that you have completed Working in Teams, Unit 3: Ground Rules and Action Plans for HIT related activities, you should be able to:

- Create SMART ground rules
- Develop a team action plan
- Other tools for teams

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## References

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- Setting Team Ground Rules. University of Minnesota, Office of Human Resources. c2006-2010 Available from: <http://www1.umn.edu/ohr/toolkit/workgroup/forming/rules/index.html>
- Wooden J. The Essential Wooden. 2007 McGraw Hill.

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