

Team Blueprint

The Team Blueprint is a tool intended to help teammates align working styles, accelerate collaboration, and bring their 'whole selves' to work.

How To Use Me

1

Complete me

Take some time to fill me out. I'll be your team's personal guide to working with you.

2

Share me

Share me with your teammates at the start of working together.

3

Keep me updated

You change over time, and so should I! Re-visit me periodically to make sure I reflect the current state of 'you.'

Using Me with Your Team

Team templates, like this one, are relevant for use any time a group of people are working closely together.

You may choose to share personal Team Blueprints during your Team/Project Kickoff meeting or anytime you want to do a team-building exercise with your team!

DOs:

- Encourage everyone to fill out their Team Blueprint in full.
- Allot enough time in your session for everyone to share.
- Give your team time and space to complete it. Folks who are completing it for the first time might need up to 30-60 minutes to answer everything thoughtfully.
- Keep your group on track (tangents are great until they cut into someone else's opportunity to speak!)

Other considerations:

There's a lot of content in the Team Blueprint. Instead of rushing through at warp speed, make a plan that will work for your team in the time you have. For example:

Have team members complete the Team Blueprint in full. During your session, have individuals speak about a few 'priority' sections (such as 'My Style,' 'My Goals,' , and 'My Boundaries'). Have team members send out their full Team Blueprints after for offline review.

Think about who should be in the room when your team is sharing their Team Blueprints. For example:

Hold an in-depth working session with your core project team to cover the Team Blueprint in full. Follow-up with a high-level session for the broader project team including senior leaders.

A user guide to working with:
(name, title)

My Style...

I respond well to...

People say I'm good at...

My Goals...

The reason I came to work...

Behaviors that help you achieve your best

Strengths you bring to a team

What drives you?

I don't respond well to...

I know I need to work on...

What I want to get out of my work...

Behaviors that inhibit you from achieving your best (pet peeves, energy detractors)

*Weaknesses you want to **remedy***

What is a professional developmental goal you have?

What is a goal you have regarding your work environment/schedule?

Select where you fall in the range of the following:

Introvert  Extrovert

Type A  Type B

Morning Bird  Night Owl

Cleared Inbox  Full Inbox

Remote  Office

Heads Down  Discussion

Detailed Plan  General Discussion

Complete Silence  Background Noise

My Boundaries:

*Anything going on in your life that you want the team to be aware of?
What are some personal boundaries or non-negotiables?*

